FEDERAL ACQUISITION INSTITUTE

FAITAS 2.0 | FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

USER GUIDE

Employee, Supervisor, and Training Manager

Donna M. Jenkins, *Director*
www.fai.gov

Created by ***Adavana Graphics***
Maintained by ***ASM Research, Inc.***
4050 Legato Road, Suite 1100
Fairfax, VA 22033
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PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

RECORD OF CHANGES

Cover Date	Version Number	Change Description
May 2011	Version 1.0	Original content
June 2011	Version 1.1	Added reporting information, deferred status, and changed reference to FAITAS 2.0
June 2011	Version 1.2	Adapted User Guide to Adayana style and completed online help system

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ABOUT THIS USER GUIDE

Users should note the following terminology and conventions used in this Guide:

- If you receive an error message when trying to access any ATRRS site, including the Federal Acquisition Institute Training Application System (FAITAS 2.0), download the DOD Security Certificates from the following web site: **http://dodpke.com/installroot**.
- **Bold** – Words printed in **bold letters** appear exactly that way in the FAITAS 2.0 website.
- The term "**text box**" (15) refers to a place in a window where text entry is required. Enter text directly from the keyboard or select from a **drop-down list** below the text box. The availability of a **drop-down list** is shown by the arrow symbol (▾). Drop-down lists allow only one option to be placed in the corresponding text box.
- Radio buttons (◉) allow only one option from a pair or a group of selections. A green dot in the center of the circle indicates that an option is selected. Click in a radio button to add the option. To deselect a radio button and select another option, click inside another radio button.
- Checkboxes (☐) are used when more than one option may be selected from a number of alternatives. A checkmark inside a box indicates that option is selected. Click in a checkbox to add or remove its checkmark.
- To select more than one response, use the CTRL key for multiple entries. To select everything in a list, use the Shift key.
- The FAITAS 2.0 site is developed and tested under Section 508 compliance rules. For more information about Section 508 of the US Rehabilitation Act, refer to **http://www.section508.gov**.
- As part of Section 508 compliance, all hyperlinks include popup windows that indicate the main purpose of the link. Popup message text appears when you hover your mouse over a link.
- Below the top horizontal navigation bar, breadcrumbs act as an additional navigation tool. Select an underlined term to go to that page.

Figure 1: Breadcrumbs

- Document hyperlinks are **bold** with **maroon** text and asterisks. Note that some browsers do not show the asterisks.
- For more information about the Federal Acquisition Institute (FAI), click the gray bar located above the FAITAS 2.0 header the links to the FAI website at **http://www.fai.gov**.

1

INTRODUCTION

The Federal Acquisition Institute Training Application System (FAITAS 2.0) is the avenue for all federal civilian agency employees to electronically submit applications for resident, web offerings, or continuous learning training courses.

FAITAS 2.0 monitors and manages workforce certification requirements and provides access to Federal Acquisition Institute Defense Acquisition University (DAU) training that includes classroom-based, online learning, and continuous learning courses.

There are several roles within FAITAS 2.0. Each of their main functions is listed below:

- Employees make training requests.
- Supervisors forward approval or disapprove training requests from employees.
- Training Managers forward approval or disapprove training requests from either employees or supervisors.
- Registrars are the final approval authority for training requests.
- System Administrators manage the overall FAITAS 2.0 system.

This user guide addresses the employee, training manager, and supervisor roles. If there is no training manager assigned, the registrar is final approval authority for training requests.

Members of the Federal Acquisition Workforce who are not federal civilian agency employees must apply for training at their respective agency websites. A list of training application systems and the communities they serve is shown below.

- Army - **https://www.atrrs.army.mil/channels/aitas**
- Navy - **https://www.atrrs.army.mil/channels/navyedacm**
- Air Force - **https://www.atrrs.army.mil/channels/acqnow**
- Department of Defense - **https://www.atrrs.army.mil/channels/acqtas**
- Contractor/Industry - **https://atrrs.army.mil/channels/nondod**

Contractor employees working for civilian agencies are not eligible to apply for training. For further information on continuous learning requirements and associated training, visit the Federal Acquisition Institute website at: **http://www.fai.gov**

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CERTIFICATE ERROR MESSAGE

If you receive an error message when trying to access any ATRRS site, including the Federal Acquisition Institute Training Application System (FAITAS 2.0), you will need to download and install DOD Security Certificates.

1. Enter this URL in your browser: https://www.dodpke.com/installroot
2. Follow the instructions to download and install InstallRoot.

NOTE: To navigate to the site without installing the certificates, click the **Continue to Website** link. The security of the website does not depend on having the certificate downloaded to your web browser.

3. Ensure that you are using one of the following web browsers:
   - MS Windows XP running IE 7.x or 8.x
   - Apple Mac OS X
   - Safari 5.x
   - Chrome 12.x
4. After you install InstallRoot, add the ATRRS homepage to your trusted site list. You may need to contact your local network administrator in order to obtain assistance with installing the certificates and adding the homepage to your trusted sites. Once the certificates are installed, you will no longer receive the warning message. You may need to reinstall the certificates if your technical team conducts updates.
5. If you are still unable to access the registration site after downloading the security certificates and adding the URL to your trusted site list, download the certificates from http://dodpki.c3pki.chamb.disa.mil/rootca.html
6. If you still cannot access the registration site, try to access any of the following URLS:

   https://www.atrrs.army.mil/channels/faitas/student/Welcome.aspx

   https://www.atrrs.army.mil
7. If you are unable to access the sites listed above, contact your technical representative for further troubleshooting as the inability to access the sites may be due to internal firewalls.

3

REGISTER

If you are a first-time user of FAITAS 2.0, you will need to register.

1. To start the registration process, enter this URL in your browser: **http://www.atrrs.army.mil/faitas**
2. The FAITAS 2.0 logon screen opens.

1 In the **Login** window, click **Register Here**.

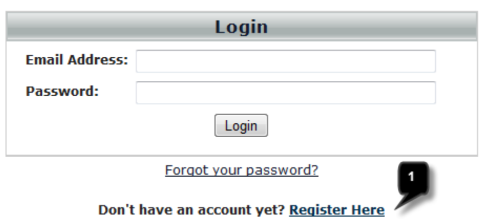

Figure 2: Register Here

3. The **Email Information** window opens.

1 Enter your .mil or .gov email address. Note that certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI).

2 Click the **Register** button.

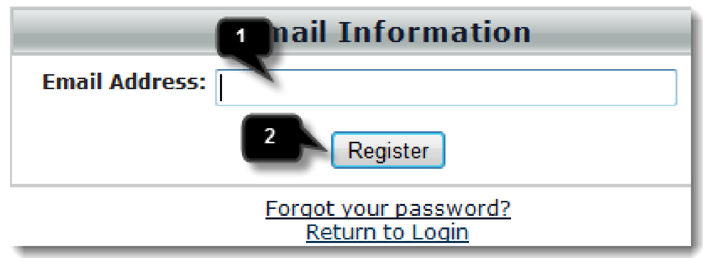

Figure 3: Email Information

4. A confirmation email will be sent to the email address you provided. Click the link (or enter its URL in your browser) contained within the email to continue the registration process by completing your profile. See **Profile** for more details.

4

LOGIN AS EMPLOYEE

To use the Federal Acquisition Institution Training Application System (FAITAS 2.0) requires an email address and password. If you are newly registered in FAITAS 2.0, password information was contained within the email confirmation you received during the registration process.

1. Enter the following URL: **http://www.atrrs.army.mil/faitas**
2. The **Login** window opens. Enter your email address and password. Click the **Login** button. If you forget your password, click the **Forgot Your Password** link to receive additional instructions.

Figure 4: Forgot Your Password

3. A **Privacy and Security Notice** window opens to explain the conditions you must consent to before you enter FAITAS 2.0. If you choose to agree to the conditions outlined in the **Privacy and Security Notice** window, click the **I Agree** button.
4. The FAITAS 2.0 homepage opens. **A Notice to First Time Users** emphasizes that this website is for the use of federal departments/agencies/bureau employees only and directs other users to their respective websites. At this point, first time users will be directed to set up their **Account** and **Employee Profile**.

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MENU ITEMS AND SYSTEM FEATURES

The FAITAS 2.0 main menu contains a horizontal navigation bar across the top with various tabs. The navigation bar includes various tabs, the number of which depends on your assigned role within FAITAS 2.0.

As an employee, you will see the following tabs as illustrated in Figure 5:

- **My Status** includes functions to view/edit your account, profile, and **Dashboard**.
- **Manage Career** includes functions to request, edit, or view training requests.
- **Help** provides both user guide access and Frequently Asked Questions.
- **Logout** allows you to logout from the FAITAS 2.0 website.
- **←Not [User Name]?** allows you to logout if your user name is not the one listed.

Figure 5: Employee Navigation Bar

Click the FAI bar at the top of the page to go to the Federal Acquisition Institute (FAI) website.

1 Click **FEDERAL ACQUISITION INSTITUTE** to access the FAI website.

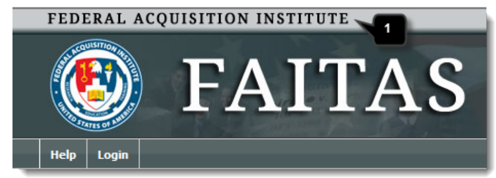


Figure 6: Top FAI Website Link

Additional navigation options are provided by the breadcrumbs. Breadcrumbs are located below the horizontal navigation bar. Any underlined word is an active link.

1 Click an underlined breadcrumb to jump to that section.

Figure 7: Underlined Breadcrumbs

MY STATUS

The **My Status** tab provides functions to view and/or update your **Account**, **Profile**, or **Dashboard**.

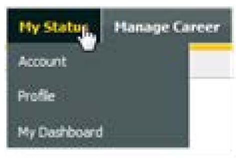


Figure 8: My Status Tab

Account

The first time you use FAITAS 2.0, you must complete the **Account** form.

1. Hover your mouse over the **My Status** tab. A drop-down menu displays. Click **Account** to update your email address.

Note: Certain commercial email domains are allowed; however, these must be approved by the Federal Acquisition Institute (FAI).

1 Enter an email address in either the .gov or the .mil domain.

2 Enter and confirm your password. All passwords must be between 8-12 characters long and include at least one upper-case letter, one lower-case letter, one number, and one symbol. Password creation help ensure that your password meets all the requirements.

3 From the drop-down lists, select and respond to each of three security questions.

4 Click **Update** to continue or **Cancel** to return to your Dashboard.

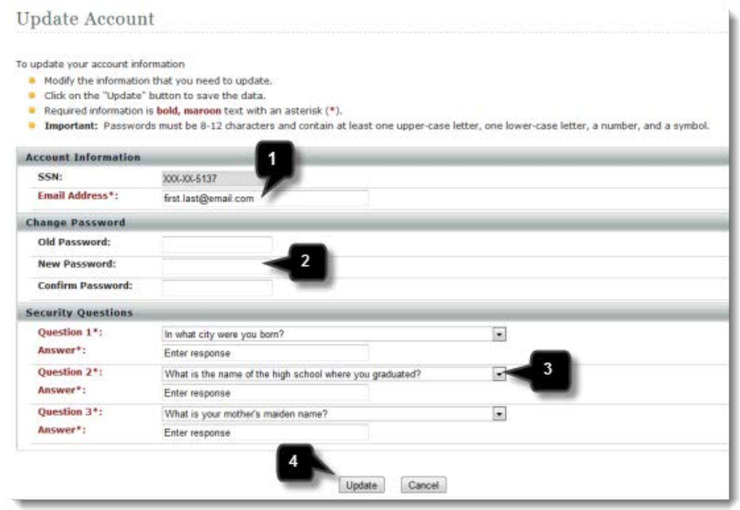


Figure 9: Update Account

Profile

All FAITAS 2.0 users are required to create and maintain a personal record that is referred to as an **Employee Profile**. The first time you use FAITAS 2.0, you must complete the **Employee Profile** form. Information in your **Employee**

Profile is used to auto-populate training applications, thereby saving you time and effort. It is critical to keep profile information up-to-date and accurate. You may review and update your profile as often and whenever you need.

> **Note:** To use all the FAITAS 2.0 system functions, you must designate a supervisor. If you discover your supervisor does not have an account, send an email to request that your supervisor creates an account.

1. Hover your mouse over the My Status tab. A drop-down list displays.
2. Click Profile. The Employee Profile form opens. Required fields are bold, maroon in color, and have asterisks. Some browsers may not display the asterisks for required fields.
3. FAITAS 2.0 pre-fills your Social Security Number (SSN) information with just your last four numbers.

1 Complete all required information.

2 Select a supervisor by clicking the **Select User** button. If your supervisor does not appear on the list, send an email requesting that he/she set up a FAITAS account.

3 Click **Update Information** to continue or **Cancel** to return to your Dashboard.

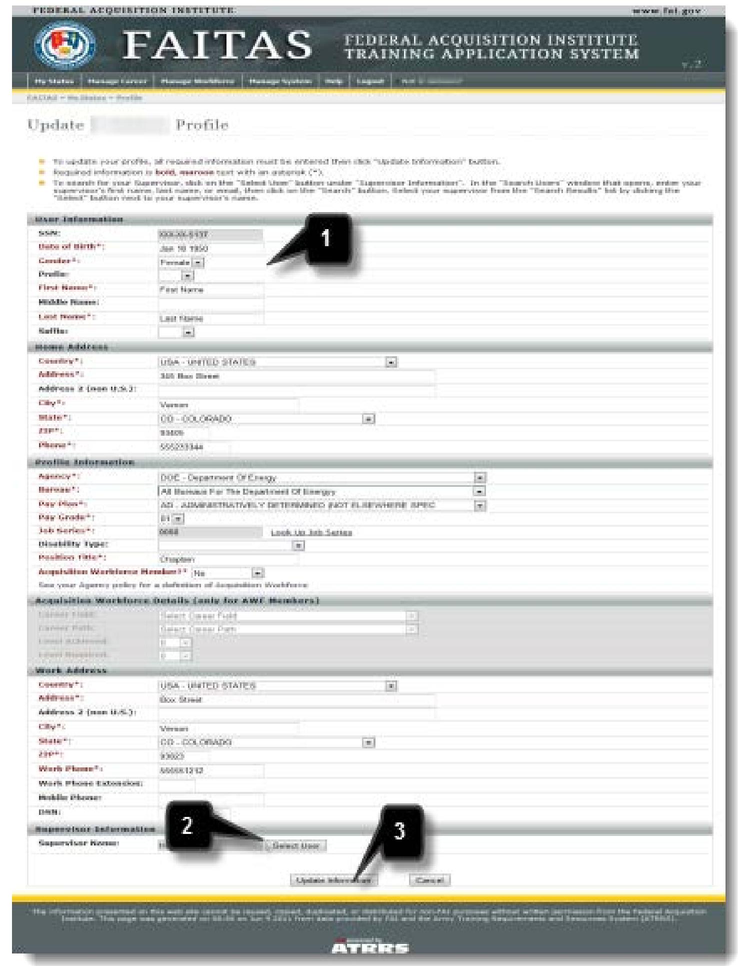


Figure 10: Employee Profile

Note: Even if your supervisor had not yet created an account, all information you enter into your profile will be saved when you click the **Update Information** button. After your supervisor creates an account, log back into the system with your username and password. Click the **Select Supervisor** button. Select your supervisor's name from the drop-down list. Click the **Update Information** button again to complete your profile information.

4. You may update your profile at any time by selecting **Profile** from the **My Status** tab.

Dashboard

The **Dashboard** is your homepage. The number of widgets or components that you see on the Dashboard depends on your role.

As an employee, you see:

- My Current Class List that lists the status of any course you have requested and the Apply for Training link.
- Announcements about the system. System administrators and registrars manage announcements.
- Transcript Summary for any course that you have completed.

1	Widget Example 1: **My Current Class List**
2	Widget Example 2: **Announcements**
3	Widget Example 3: **Transcript Summary**

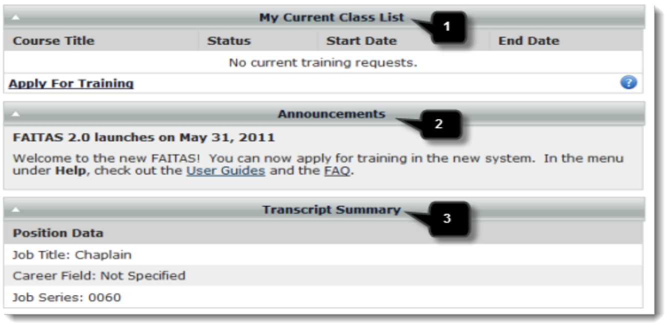


Figure 11: Dashboard Widgets

If you have not yet completed a course, your current job title, career field, and job series information from your **Employee Profile** is listed.

The **My Current Class List**, **Announcements**, and **Transcript Summary** widgets may be repositioned to customize the appearance of the page.

To move a widget, first hover your mouse over the widget you want to move, and then click the left mouse button. Without releasing the mouse button, drag the widget with your mouse to a new location and then release the mouse button. The widget stays in its new location. If you need contextual help, hover over a question mark icon for additional information.

The **Apply for Training** link opens the **Course Search** function. Go to **Search for Training** for more information.

MANAGE CAREER

One advantage of FAITAS 2.0 is the convenience it provides employees who need to apply for classroom or web-based training. This can be done from any location in the world where there is an internet connection.

The **Manage Career** tab provides functions to search and apply for training (**Search for Training**), view training requests (**My Training Requests**) and view past course history (**My Training History**). Additional modules will be added in future FAITAS 2.0 updates.

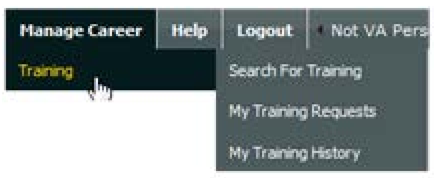


Figure 12: Manage Career

Training

Use the training menu to manage all aspects of training from searching for courses to tracking existing requests to viewing your past training history.

Search for Training

1. Hover your mouse over the Manage Career tab. A training drop-down menu displays. Hover your mouse over Training to display a second drop-down menu. Click Search for Training.

Note: From your Dashboard, the **Search for Training** window also opens when you click **Apply for Training**.

2. In FAITAS 2.0, there are several search options:
    - Standard Search
    - Keyword Search for Resident and Web Offerings
    - Keyword Search for Continuous Learning Modules
    - Search by Course Abbreviation
3. Once you locate the course you need through one of the search options, FAITAS 2.0 walks you through the training request process. Go to New Training Request for more information about the process.

Standard Search

Use the **Standard Search** option if you know the course title or course number for **Resident and Web Offerings** or **Continuous Learning Modules**.

1 Standard Search

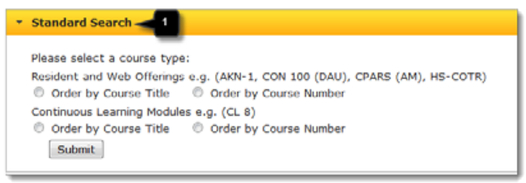


Figure 13: Standard Search Option

1. The standard option displays a complete listing. To begin the standard search, follow the steps listed below:

   1 Choose a **Course Type,** either Resident and Web Offerings or Continuous Learning Modules.

   2 Click a radio button next to **Order by Course Title** or **Order by Course Number** for the course type you chose. A drop-down list displays. Select your course.

   3 Click the **Submit** button.

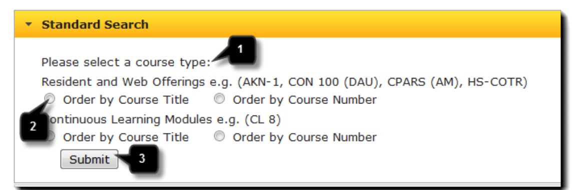


Figure 14: Course Title or Course Number

2. For **Resident** courses, the **Locations for [Course Title]** window opens. For **Continuous Learning Module** or **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. Go to **New Training Request** for the next steps in the training request process.

Keyword Search

If you do not know the Course Title or Course Number for Resident and Web Offerings or Continuous Learning Modules, use the **Keyword Search for Resident and Web Offerings** or the **Keyword Search for Continuous Learning Modules** to search for possible course options.

1. From the **Course Search** window, choose either **Keyword Search for Resident and Web Offerings** or **Keyword Search for Continuous Learning Modules**.

1 Enter a key word in the **Course Search** field.

2 A drop-down list displays. Choose a course from the drop-down list. Click the **Submit** button.

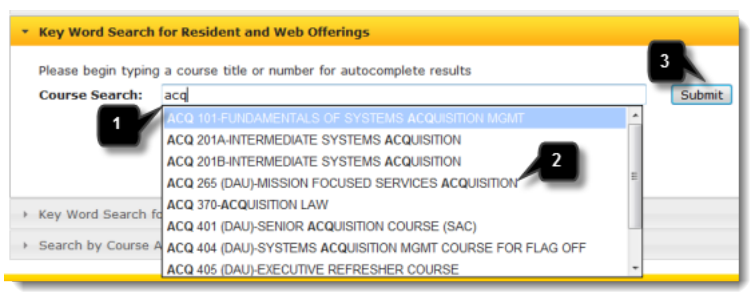


Figure 15: Keyword Search

2. For **Resident** courses, the **Locations for [Course Title]** window opens. For **Continuous Learning Module or Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. Go to New Training Request for the next steps in the training request process.

Search by Course Abbreviation

1. Use the **Search by Course Abbreviation** when you want to narrow the search results.

1 From the **Course Search** window, choose **Search by Course Abbreviation**.

2 A drop-down list displays. Select the course abbreviation from the drop-down list. Select the course from the list of courses in the new drop-down list.

3 Click the **Submit** button.

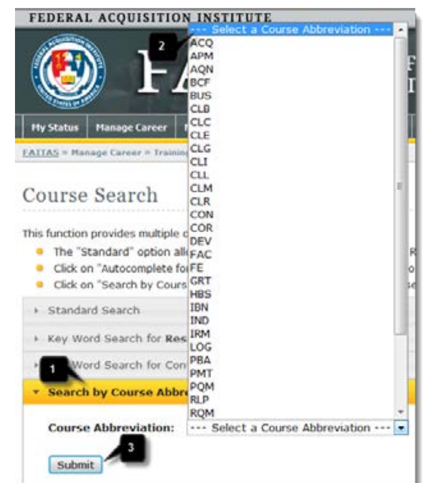


Figure 16: Search by Course Abbreviation

2. For **Resident** courses, the **Locations for [Course Title]** window opens. For **Continuous Learning Module** or **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. Go to **New Training Request** for the next steps in the training request process.

New Training Request

After you locate a course, you will need to submit a training request. Some **Resident and Web Offering** and **Continuous Learning Module** courses have required prerequisites; others do not. If you apply for a course with prerequisites, FAITAS 2.0 will notify you of the prerequisites before you complete the training request process.

Resident Course With No Prerequisites

For all resident courses, you need to choose a location.

1. When you identify a resident course to request for training, click the **Submit** button.
2. The **Locations for [Course Title]** window opens. It includes information related to the location, school, number of classes at that location, and the next class date. Additional information is provided about the number of available seats as well as the number of waits.

1	Click any underlined heading to sort the column information.
2	Note the **Seats Available** and **Number of Waits** columns.
3	Choose a **Location** to see further course details.

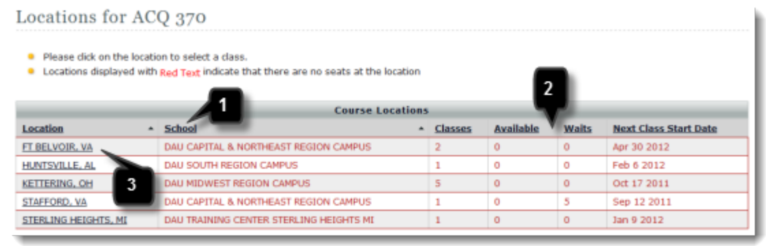


Figure 17: Locations for Resident Course

3. The **Classes for [Course Title] at [Class Location]** window opens. This window indicates more information about the specific class including verification of the class type, the reservation cut-off date, the start and end dates, as well as the number of current waits.

Note: Classes display with red text if there are no seats at that location.

1	Click one of the class numbers located under the Class heading to select a class.
2	Note: **Red** text indicates there are no seats available.

Figure 18: Available Classes for a Specific Course

4. The **Create New Training Request for [Course Title/Number]** window opens.

1	**Training Offering Information** contains specific class information.
2	FAITAS 2.0 pre-populates your profile information into **Employee Information**.
3	Check **Training Remarks** for course prerequisites.
4	Use the **General Remark** textbox to supply information to expedite your training request.
5	When the form is complete, click the **Submit Request** button.

Figure 19: Create New Training Request

5. The **Create New Training Request** form contains pre-populated information from your **Employee Profile**. Check the information to make sure it is still accurate. If you need to make changes, choose **Profile** from **My Status** tab in the upper navigation bar.

6. If you need to contact your supervisor, use the email link under **Employee Information**.
7. Use the **General Remark** textbox to provide the reviewing official with any information to expedite your application, including any of the following prerequisite or equivalent training information:
    - Any prerequisite information completed elsewhere
    - Any warrants/certifications achieved
8. The information you include will be attached to this course request. You will need to re-enter any prerequisite or equivalent training information on each new course application.
9. After you click the **Submit** button, a confirmation message displays to verify that your training request was forwarded to the next person in the workflow.

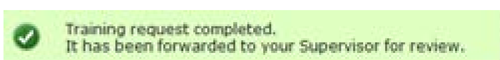


Figure 20: Training Request Confirmation

10. Your **Dashboard** updates with the **New Course Status**.

Online Course With No Prerequisites

Creating new training requests for online courses is a shorter process than for seat-based courses because you do not need to choose a location.

1. After you choose an online course from one of the drop-down lists and click the **Submit** button, the **Create New Training Request for [Course Title/Number]** window opens.
2. Review the training request information. Go to your **Profile** under the **My Status** tab if any **Employee Information** needs to be changed.
3. To send an email to your supervisor, click the email link.
4. Use the **Remarks for Reviewing Official** textbox to add information to expedite your registration as indicated under **Training Remarks**.
5. Click the **Submit Request** button.
6. For an online course, the **Training Request Confirmation for [Course Title/Number]** opens with a green successful confirmation message.

1 Note successful enrollment confirmation message.

Figure 21: Training Request Confirmation

7. Your **Dashboard** updates with the new **Training Request Status**.

1 CLB 007 Cost Analysis displays with a **Reservation** status.

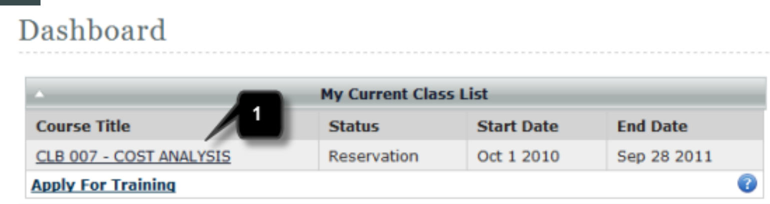


Figure 22: Updated Dashboard

Courses With Prerequisites

Some courses require prerequisites. If you apply for a course with prerequisites, FAITAS 2.0 displays the prerequisite information. It is your responsibility to meet the prerequisites for a course. FAITAS 2.0 will permit you to submit a training request without meeting the prerequisites; however, your training request application will not be approved if prerequisites are not met.

All prerequisites must be completed before you can be approved for the training. To meet the prerequisites, be sure that one of the following conditions applies to you:

- You have completed the prerequisite(s).
- You have an approved fulfillment in your civilian or military personnel file.
- If the prerequisite(s) are online, you must have a reservation and start the online course before you will be given a reservation in the course you are applying for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is a classroom course, you must have a reservation in the classroom prerequisite and the start date/end date of the prerequisite course must be before the start date of the course you are applying for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is an online course, you will not be approved for the online course until you have completed the classroom prerequisite. Otherwise, your training request will not be processed.

Resident Courses With Prerequisites

You need to choose a location for any resident course.

1. After you choose your resident course and click the **Submit** button, FAITAS 2.0 displays the **Prerequisite Information for [Course Title]**.

1	**Prerequisite Information for [Course Title]** displays prerequisite information.
2	Prerequisite course title numbers are listed. For example, the prerequisite course for CON 217 is CON 216 as indicated.
3	If one of the listed conditions applies to you, click the **Continue with Application** button.

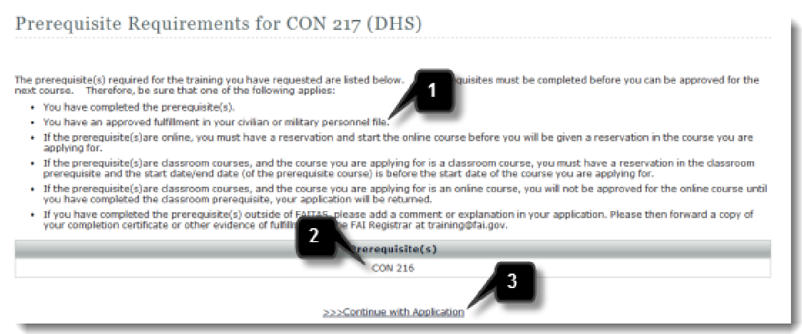


Figure 23: Prerequisite Information

2. The **Locations for [Course Title/Number]** window opens.

1 Click **Location** to see specific class information.

Figure 24: Locations for [Course Title]

3. The **Classes for [Course Title]** window opens. It includes information about the class, class type, reservation cut-off date, start and end dates, the number of available seats and the number of waits.

1 Click the class number located under the **Class** heading to select the class.

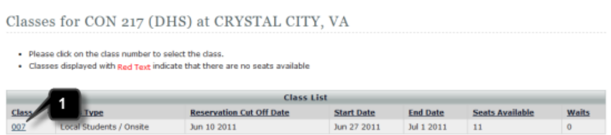


Figure 25: Class Number

4. The **Create New Training Request for [Course Title]** opens.

1 **Training Offering Information** contains class information.

2 FAITAS 2.0 pre-populates your profile information.

3 Check **Training Remarks** for course prerequisites.

4 Use the **General Remark** textbox to supply information to expedite your training request.

5 When the form is complete, click the **Submit Request** button.

Figure 26: Create New Training Request

5. Remember that to successfully submit this training request, you must indicate how you meet the required prerequisite.
6. If you have completed the prerequisite(s) outside of FAITAS 2.0, forward a copy of your completion certificate or other evidence of fulfillment to the FAI Registrar at **training@fai.gov** or enter one of the following conditions in the **General Remark** textbox:
   - Any prerequisite information completed elsewhere
   - Any warrants/certifications achieved
   - Specific information about required prerequisites
7. Click the **Submit Request** button. If you do not verify that you have met the prerequisite, FAITAS 2.0 issues an error statement. Your training request cannot be processed until there is information about your completion of the course prerequisites in the **General Remark** textbox.
8. If the request is successful, FAITAS 2.0 issues a green successful completion message that indicates the next step in the workflow.

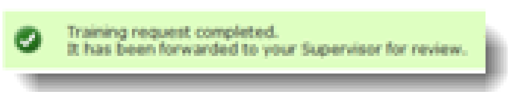
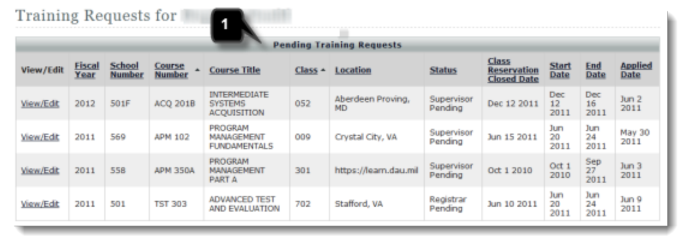


Figure 27: Training Request Completed

9. **My Training Requests** under **Manage Career** updates with the new **Training Request Status**.

1 **Training Requests for [User Name]** displays pending training requests.


Training Requests for

Pending Training Requests

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2012	501F	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	052	Aberdeen Proving, MD	Supervisor Pending	Dec 12 2011	Dec 12 2011	Dec 16 2011	Jun 2 2011
View/Edit	2011	569	APM 102	PROGRAM MANAGEMENT FUNDAMENTALS	009	Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	558	APM 350A	PROGRAM MANAGEMENT PART A	301	https://learn.dau.mil	Supervisor Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Jun 3 2011
View/Edit	2011	501	TST 303	ADVANCED TEST AND EVALUATION	702	Stafford, VA	Registrar Pending	Jun 10 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

Figure 28: Updated Pending Training Requests

10. If your supervisor approves the request, it is automatically forwarded to the training manager and/or the registrar. The registrar team process the request in accordance with established business rules.

Note: In the event that a training manager is not assigned, your training request is forwarded to the registrar following your supervisor's decision.

Online Courses With Prerequisites

Online courses may be approved without being authorized by your supervisor, whereas classroom-based courses require the approval of your supervisor.

1. After you choose your online course in **Course Search** and click the **Submit** button, FAITAS 2.0 displays the **Prerequisite Information for [Course Title]**.

1 **Prerequisite Information for [Course Title]** displays prerequisite information.

2 Prerequisite course numbers are displayed. In this case, the prerequisite course number for CON 217 is CON 216.

3 If one of the listed conditions applies to you, click the **Continue with Application** button.

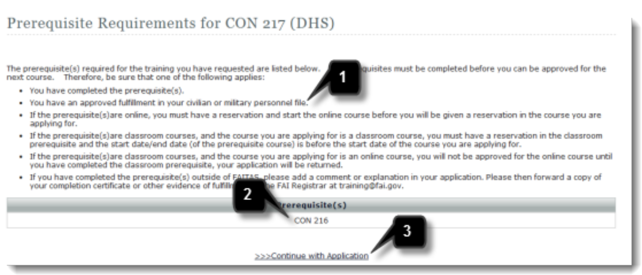


Figure 29: Prerequisite Information

2. The Create New Training Request for [Course Title] opens.
3. To successfully submit the training request, you must indicate how you meet the required prerequisites. To successfully submit this training request, you must indicate how you meet the required prerequisite.
4. If you have completed the prerequisite(s) outside of FAITAS 2.0, forward a copy of your completion certificate or other evidence of fulfillment to the FAI Registrar at training@fai.gov or enter one of the following conditions in the **General Remark** textbox as indicated in Figure 30:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved
- Specific information about required prerequisites

1 In the **General Remark** textbox, enter information explaining how you meet the course prerequisites.

2 When you are done, click the **Submit Request** button.

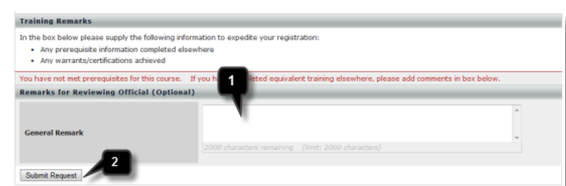


Figure 30: Prerequisite Information Verification

5. If you do not verify that you have met the prerequisite(s), FAITAS 2.0 issues an error statement. Your training request cannot be

processed until there is an explanation about training prerequisite(s) completion in the **General Remark** textbox.

6. If the request is successful, FAITAS 2.0 issues a green successful completion message that indicates the next step in the workflow.

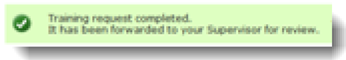


Figure 31: Training Request Completed

7. Your **My Training Requests** under the **Manage Career** tab updates with the new **Training Request Status**.

1 **Training Requests for [User Name]** displays pending training requests.


Training Requests for

1

Pending Training Requests

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2012	501F	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	052	Aberdeen Proving, MD	Supervisor Pending	Dec 12 2011	Dec 12 2011	Dec 16 2011	Jun 2 2011
View/Edit	2011	569	APM 102	PROGRAM MANAGEMENT FUNDAMENTALS	009	Crystal City, VA	Supervisor Pending	Jun 15 2011	Jun 20 2011	Jun 24 2011	May 30 2011
View/Edit	2011	558	APM 350A	PROGRAM MANAGEMENT PART A	301	https://learn.dau.mil	Supervisor Pending	Oct 1 2010	Oct 1 2010	Sep 27 2011	Jun 3 2011
View/Edit	2011	501	TST 303	ADVANCED TEST AND EVALUATION	702	Stafford, VA	Registrar Pending	Jun 10 2011	Jun 20 2011	Jun 24 2011	Jun 9 2011

Figure 32: Updated Pending Training Requests

8. If your supervisor approves the application, it is automatically forwarded to the training manager and/or a registrar. The registrar team process the application in accordance with established business rules.

Note: In case a training manager is not assigned, your training request will be forwarded to a registrar.

My Training Requests

The **Review Training Requests** function allows you to keep track of your training request status. It provides the current status of your request and allows you to

- Review, make changes to, resend, or delete a pending request.
- Submit a cancellation request.
- Submit a new request.

Pending and Previous Training Requests

FAITAS 2.0 distinguishes between **Pending Training Requests** and **Previous Training Requests**. To see a definition of the two phrases, click the link as illustrated in Figure 33 of the **Training Requests for [Username]** window.

1 Note the location of the link to display the **Pending and Previous Training Requests** definition.

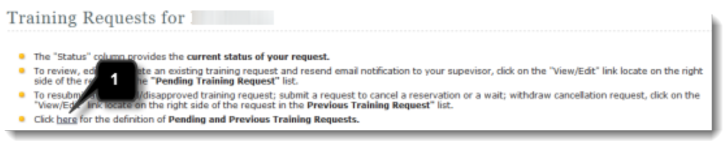


Figure 33: Pending and Previous Training Definition Link

Pending Training Requests are defined as training requests that are in a workflow awaiting action by the Supervisor, Training Manager, or Registrar. One of the following messages will be listed to indicate the exact status:

- Supervisor Pending
- Training Manager Pending
- Registrar Pending
- System Pending
- Registrar Hold

Pending Training Requests

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2011	501	BCF 211	ACQUISITION BUSINESS MANAGEMENT	703	Aberdeen Proving, MD	Supervisor Pending	Aug 28 2011	Sep 12 2011	Sep 16 2011	Apr 18 2011
View/Edit	2011	504	CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	719	Columbus, OH	Registrar Pending	Aug 8 2011	Aug 8 2011	Aug 19 2011	Apr 13 2011

Previous Training Request

View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
View/Edit	2011	507	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Registrar Cancelled	Aug 8 2011	Aug 8 2011	Aug 12 2011	Apr 13 2011
View/Edit	2011	506	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	410	Huntsville, AL	Wait	Aug 1 2011	Aug 1 2011	Aug 5 2011	Apr 13 2011
View/Edit	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIS	607	Ft. Belvoir, VA	Training Manager Disapproved	Jun 7 2011	Jun 7 2011	Jun 10 2011	Apr 13 2011
View/Edit	2011	558	CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE	301	HTTPS://LEARN.DAU.MIL	Reservation	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 13 2011

Figure 34: Pending and Previous Training Requests

A **Previous Training Request** is defined as a training request whose workflow has ended. In other words, a decision has been made. One of the following messages will display to indicate the exact status:

- Supervisor Disapproved
- Training Manager Disapproved
- Registrar Disapproved
- System Disapproved
- Reservation
- Wait
- Reservation: Pending Cancellation
- Wait: Pending Cancellation
- Registrar Cancelled
- System Cancelled
- No Show
- Graduation
- Not Completed

Training Request Review

1. In the **Training Request for [Username]** window, click the **View/Edit** link beside a course title to manage a **Pending Training Request** or **Previous Training Request**.

1 Click **View/Edit** to manage training requests.

Figure 35: Training Request Review

2. The **Training Request Review** window opens. Depending on the status of your training request, different options will be available. For example,

- If your training request status is **Training Manager Pending**, then **Edit Request**, **Resend Request**, and **Delete Request** options are available as illustrated in Figure 36.
- If your training request status is **Reservation**, you may review the training request.
- If your training request status is **Training Manager Disapproved**, you may resend the request.
- If your training request status is **Cancellation Pending Wait**, you may withdraw the cancellation request.
- If your training request status is **Wait**, you may cancel the request.

1 The **Training Request Review** window displays three option buttons: **Edit Request**, **Resend Request**, and **Delete Request**.

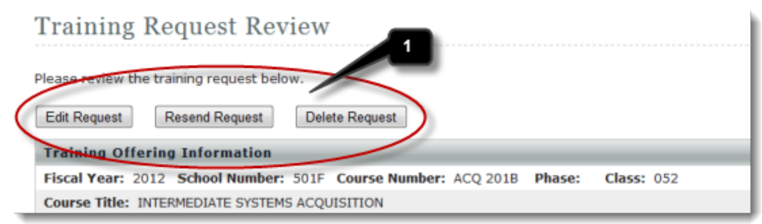


Figure 36: Edit, Resend, and Delete Requests

Edit Request

The **Edit Request** function permits employees to enter additional information in the **General Remark** textbox. This information will be reviewed by the next person in the workflow.

1. In the **Training Request Review** window, click the **Edit Request** button to edit your training request.

1 Provide additional comments for the reviewing official in the **General Remark** textbox.

2 Click the **Update Request** button.

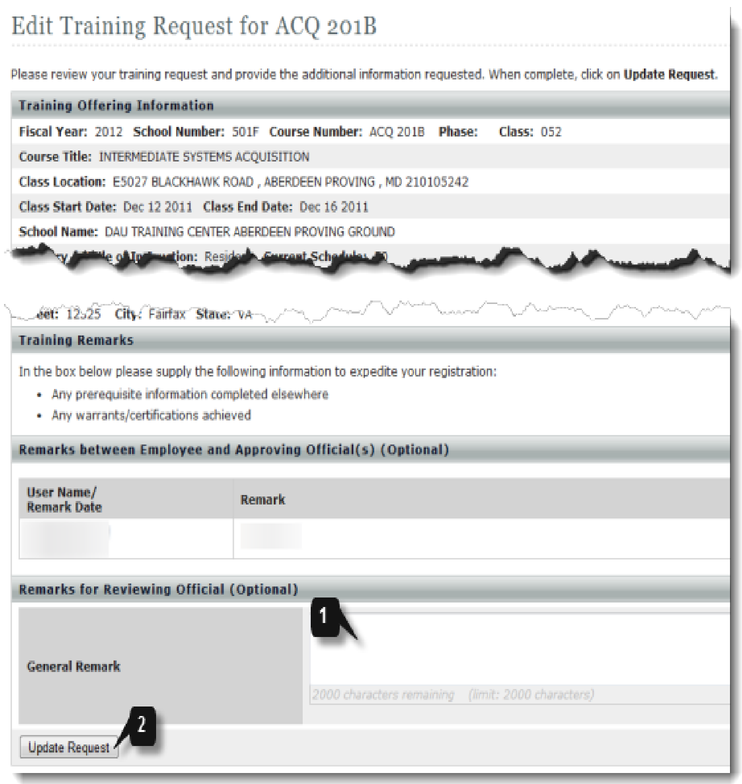


Figure 37: Edit Training Request

Resend Request

The **Resend Request** function permits employees to resend a training request.

1. In the **Training Request Review** window, click the **Resend Request** button.

   1 In the **Resend** column, click the checkbox next to the training request you want to resend.

   2 Click this checkbox if you want a copy of the training request to be send to your email address. You may check more than one box if you have several training requests you want to resend.

   3 Click the **Resend Notification** button.

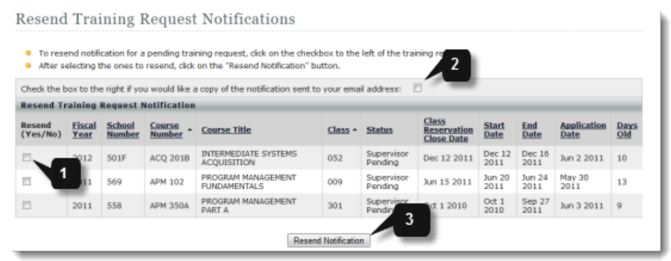


Figure 38: Resend Training Request Notification

2. After the **Resend Notification** button is clicked, a confirmation message displays at the top of the window.

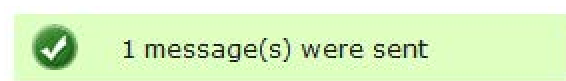


Figure 39: Email Message Sent

Delete Reservation

You may delete any reservation that has not been acted upon by your supervisor.

Note: Choose **Delete Reservation** only if your supervisor has not acted on your training request. If your supervisor has already made a decision and you want to delete the reservation, you must request a cancellation.

1. In the **Training Request Review** window, click **Delete Request** to delete your training request.
2. Click the checkbox next to the training request you want to delete.

1 A pop-up window displays to confirm your intention to delete the training request.

2 If you wish to delete the training request, click the **Yes: Delete Training Request** button. Otherwise, click the **Cancel** button to return to the **Training Request Review** window.

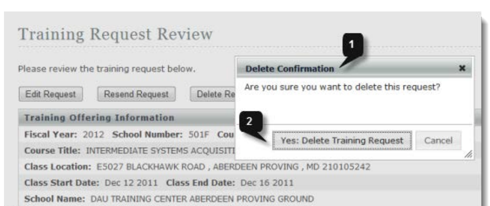


Figure 40: Deletion Request Confirmation

3. A green deletion confirmation message appears as indicated in Figure 44 and an email is sent to your supervisor.

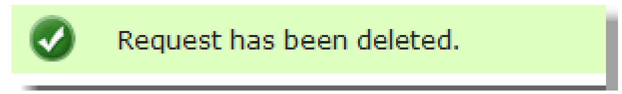


Figure 41: Successful Deletion Message

Cancel Training

The convenience that the FAITAS 2.0 system provides extends into all aspects of its user interface. In addition to making training requests, you can cancel a training request if your status is **Wait**.

To cancel a training request, you will need to indicate a reason:

- Schedule Conflict (Work Related)
- Schedule Conflict (Personal)
- Unable to Obtain Travel Funding
- Personal or Family Medical Emergency
- Other

1. To begin the cancellation process, in the **Training Request Review** window, click **Submit Cancellation Request**.

1	Review the Training Request Review to check your information. Notice any remarks that approving officials may have already indicated.
2	The FAITAS 2.0 system automatically inputs the remark date and the name of the person who enters a remark.
3	After you review the **Training Request Review** click the **Submit Cancellation** button.

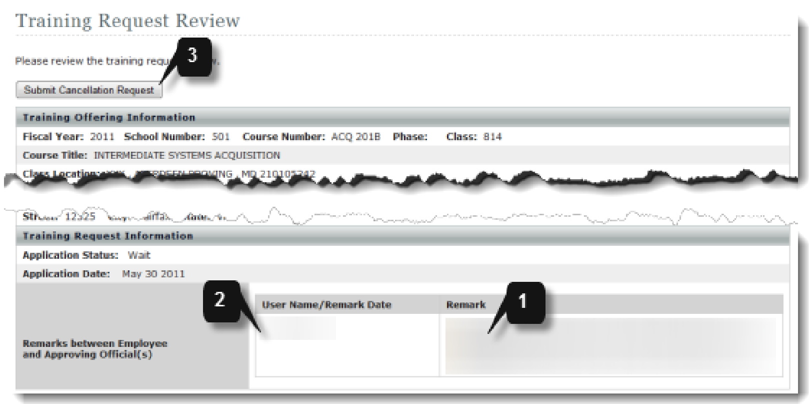


Figure 42: Review Training Request Information

2. The **Cancel Training Request for [Username]** displays.

1	In the **Select a Cancel Reason Code** drop-down list, choose the reason that best applies to your cancellation reason.
2	If you select **Other**, you must enter an explanation in the Cancellation Remark(s) text box.
3	Click the **Submit Cancel Request** button.

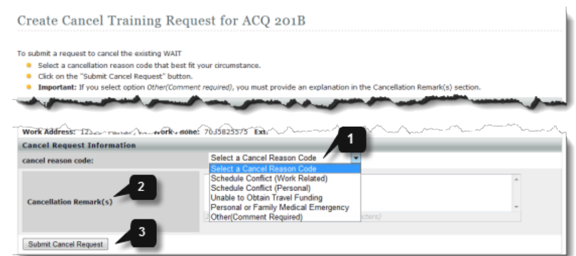


Figure 43: Review Training Request Information

3. A green text message confirms the training request cancellation.
4. Your **Training Request** window updates by changing the course **Status** from **Wait** to **Cancellation Pending Wait**.

1	Notice the course **Status** has changed to **Cancellation Pending**.

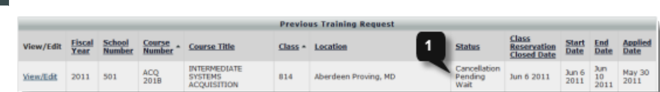


Figure 44: Review Training Request Information

5. If your supervisor has not acted on your **Cancellation Request**, you can withdraw the request.

1 Click the **Withdraw Cancellation Request** button on the **Training Request Review** window.

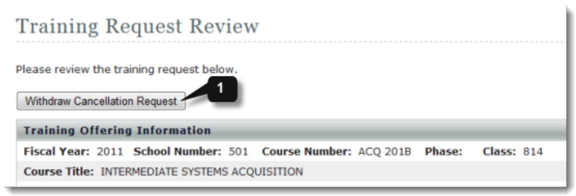


Figure 45: Withdraw Cancellation Request

6. A pop-up displays to give you a chance to verify whether you want to withdraw the cancellation request. Click **Yes: Withdraw Cancellation Request** to continue with the cancellation or **Cancel** to return to the **Training Request Review** window.

1 After you withdraw your cancellation request, your **Training Request** window updates by changing the **Course Status** from **Pending Cancellation Wait** to **Wait**.

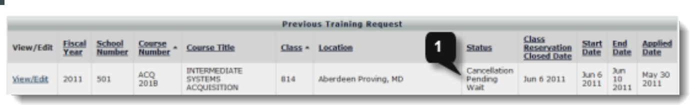


Figure 46: Updated Training Request Cancellation

Resubmit Request

You can resubmit a previous training request that was cancelled or disapproved.

1 Click the **Resubmit Request** button in the **Training Request Review** window.

Figure 47: Resubmit Request

A green text message confirms that you resubmitted the training request.

My Training History

Use the **My Training History** function to review information about previously completed courses or to view the status of any pending registrations.

1	Hover your mouse over the **Manage Career** tab. A drop-down menu displays.
2	Hover over **Training**. A second drop-down menu opens.
3	Click **My Training History**. The **Training History for [User Name]** window opens for you to review your course history. The status of each training request is listed under the **Status** heading.

Figure 48: Training History

6

SUPERVISOR SYSTEM FEATURES

In addition to managing their own training requirements, supervisors use FAITAS 2.0 to approve or disapprove course applications from employees they supervise. If you are a supervisor and need more information about training requests, refer to **Menu Items and System Features**. If you have both supervisor and training management roles within FAITAS 2.0, refer to **Training Manager System Features** in this User Guide for more information about the different reports that are visible to Training Managers.

With Supervisor rights, the main menu navigation bar contains the following tabs:

- **My Status** includes functions to view/edit your account, profile, and dashboard.
- **Manage Career** includes functions to request, edit, or view training requests.
- **Manage Employees** allows you to approve or disapprove training requests from employees.
- **Manage Workforce** allows you to view reports.
- **Help** provides links to user guides and Frequently Asked Questions.
- **Logout** allows you to logout from the FAITAS 2.0 website.
- **←Not [Username]?** allows you to logout if your username is not the one listed.

Figure 49: Supervisor Navigation Bar

MY STATUS

Dashboard

The dashboard is your homepage. The number of widgets or components that you see on the dashboard depends on your role. Widgets can be moved around the page for you to customize its appearance. When you hover over a question mark icon, a text message may appear with contextual help.

1. Hover your mouse over the **My Status** tab. A drop-down menu appears. The **Dashboard** is one of the listed features. For more information, refer to the **My Status** section in this User Guide.
2. As Supervisor, your Dashboard includes the following:

- Supervisor Requests Pending Your Review
- Training Requests Pending Your Review (This is visible only if there is no Training Manager.)

Note: If there is no Training Manager, supervisors will also see **Training Manager Pending Requests**. From the Dashboard, supervisors can **Apply for Training**. Refer to **Manage Career** section in this User Guide for more information.

- My Current Class List
- Announcements
- Transcript Summary

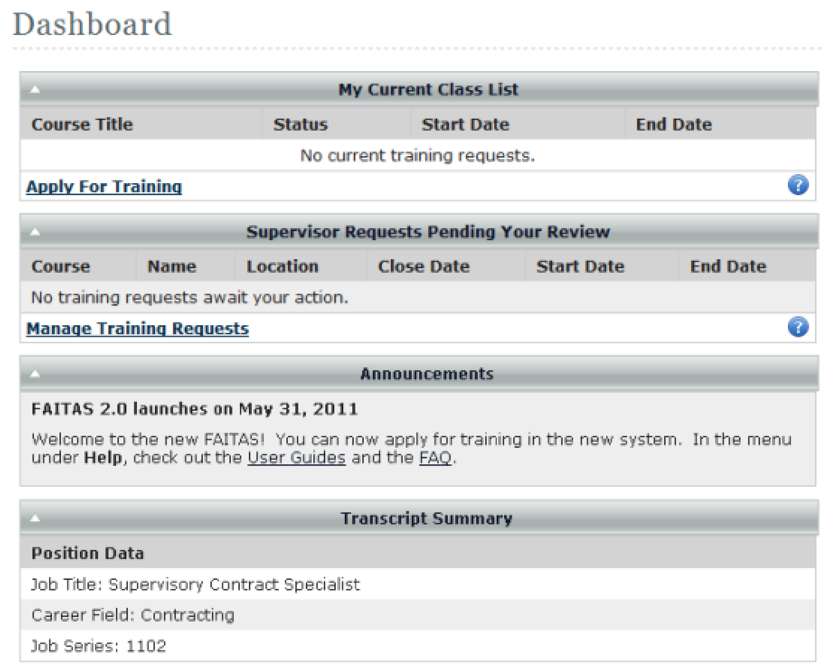


Figure 50: Supervisor Dashboard Widgets

MANAGE CAREER

Training

Refer to the **Manage Career** section of this User Guide for more information about **Search for Training**, **My Training Requests,** and **My Training History**.

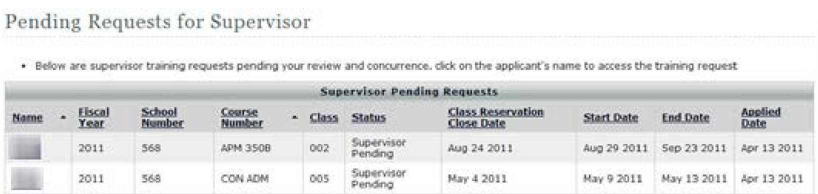
MANAGE EMPLOYEES

Training

The FAITAS 2.0 system allows supervisors to approve or disapprove training requests from employees.

Review Training Requests

1. FAITAS 2.0 provides two ways to access pending requests. Within your Dashboard, click **Manage Training Requests** or click **Review Training Requests** under the **Manage Employees** tab. The **Pending Request for Supervisor** window opens.


Pending Requests for Supervisor

- Below are supervisor training requests pending your review and concurrence. click on the applicant's name to access the training request

Supervisor Pending Requests

Name	Fiscal Year	School Number	Course Number	Class	Status	Class Reservation Close Date	Start Date	End Date	Applied Date
[redacted]	2011	568	APM 350B	002	Supervisor Pending	Aug 24 2011	Aug 29 2011	Sep 23 2011	Apr 13 2011
[redacted]	2011	568	CON ADM	005	Supervisor Pending	May 4 2011	May 9 2011	May 13 2011	Apr 13 2011

Figure 51: Pending Requests for Supervisor

2. Click the employee's name to approve or disapprove a training request.

3. The **Review of [Course Title] Request for [Employee's Name]** window opens. As a Supervisor, you may take one of the following actions:

   - Forward to Training Manager. This action notifies the employee of your concurrence and forwards the request to the training manager or registrar if there is no training manager in the workflow.
   - Disapprove Request. This action notifies the employee that you disapproved the request and places the training request in a disapproved status.

1. **Training Offering Information** displays details about the specific training.
2. View **Training History** includes information about the employee's past and present training requests.
3. Use the **General Remark** textbox to enter comments. This is where you, for example, enter an explanation if the employee's training request is disapproved.
4. Click **Add Remark** button.
5. Click the **Forward to Training Manager** or **Disapprove Request** button.

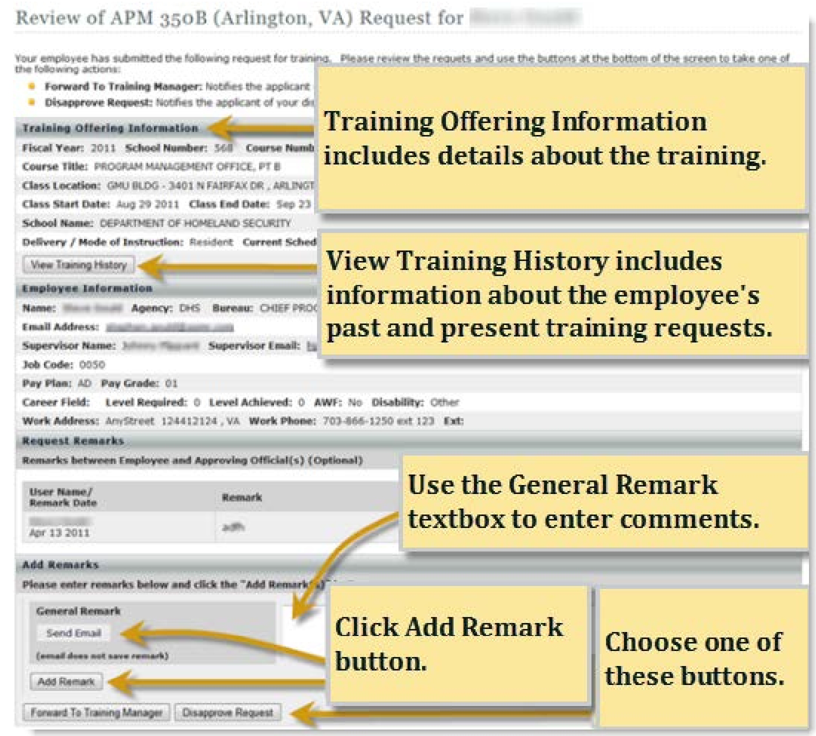


Figure 52: Review of Employee Request

4. If you approve the training request, it is sent to the agency's training manager who may approve or disapprove the request. Once the training manager approves or disapproves the training request, an e-mail notification is sent to the employee as well as to you as the supervisor. If there is no training manager, your approval recommendation is forwarded to the registrar.

5. In the Application window, you can also **View Training History** of the employee. **View Training History** allows supervisors to look at all the previous training requests that have been submitted by the employee, current training requests, and what actions were taken by the supervisor.

Training History

Course #	Course Title	Status	Start Date	End Date
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	Supervisor Pending	Sep 26 2011	Sep 30 2011
CLC 027	BUY AMERICAN ACT	Reservation	Oct 1 2010	Sep 28 2011

Figure 53: Employee's Training History

6. Regardless of whether you approve or disapprove a training request, a confirmation window opens that indicates the employee will receive an email explaining your action. Click **OK** to close the window.

MANAGE WORKFORCE

Reports

The **Reports** feature allows you to export or view several different reports: **Supervisory Report** and **Supervisory Registration Report**.

The **Reports** navigation bar displays several tabs and links:

- **Training** displays the reports that are already set up within FAITAS 2.0.
- **Deferred Status** lists the long-running reports that you will pick up at a later time.
- Click **Recent** to display a list of recent reports you have viewed.
- Click **Accessibility** ONLY if you are visually impaired and have a JAWS screen reader. If you inadvertently click it, your FAITAS 2.0 banner and navigation bar will disappear. To retrieve them, click the back button drop-down arrow. Select **Reports**. The navigation bar and FAITAS 2.0 banner will display again.

Note: If you have a JAWS screen reader, follow these instructions:

- Press Insert-Shift-V to open your **Personalized Web Settings** dialog box.
- Ensure the virtual cursor is **OFF**.
- Verify that the **Graphics Recognized By** is set to: **Alt Attribute**.
- Verify that **Button Show Using** is set to: **Title**.
- Click the **Enter** button.

The **Reports** information bar includes several icons:

- Scroll up ( )
- Scroll down ( )
- Scroll left ( )
- Scroll right ( )
- Refresh your screen ( )
- Opens a new window ( )

Training

The Training tab is the default view within Reports. Listed reports include fields that can be customized except for the **Supervisory Report**. All listed reports are available in several formats: Active HTML, Excel, PDF, and PowerPoint. The actual formats available will depend on the specific report you request.

To run a report, report data are pulled from a data warehouse which is updated once daily. This protocol allows reports to run without affecting the performance of the main transactional database in use by all other ATRRS users.

1 Hover your mouse over the **Manage Workforce** tab. A drop-down menu displays.

2 Click **Reports**. The **Reports** window displays with a list of viewable reports.

Figure 54: Available Supervisor Reports

Supervisory Report

To view and/or export a report of all records, select **Supervisory Report**.

1. With the **Reports** window open, click **Supervisory Report**.
2. A **Please Wait** message displays in the **Output** panel while the system processes the request.
3. The **Report** option window displays the total number of records available with the following headings:
    - Name
    - Email
    - Agency Name
    - Bureau Name
    - Plan
    - Grade
    - Job Series
    - AWF
    - Career Field
    - Career Path
    - Level Required
    - Level Achieved
    - Intern
    - Profile Update Date

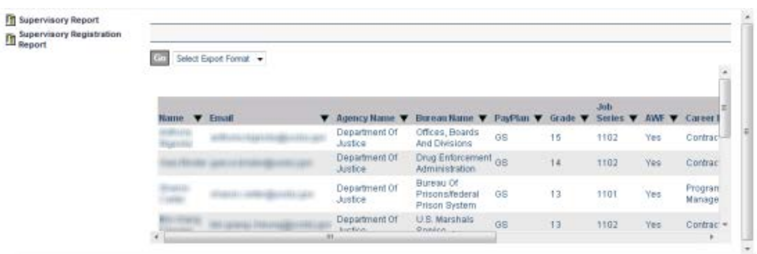


Figure 55: Supervisory Report Default View

4. Note that the default **Supervisory Report** view is the HTML view. Continue with the **Report Customization Menu** section to view available customization and/or filtering options.

Report Customization Menu

1. When the HTML view displays, use the down arrow ( ) located next to each heading title to open the **Report Customization** menu.
2. The **Report Customization** menu provides multiple report options. Use the options to alter the report as necessary.

Figure 56: Report Customization Menu

3. Use the **Sort Ascending** and **Sort Descending** options to reorder the information in a column. The corresponding information in the other columns is reordered accordingly. Select **Sort Ascending** to view the information in order from the lowest data element to highest data element, for example, A to Z or 1 to 10, etc. Select **Sort Descending** to view the information in order from the highest data element to lowest data element, for example, Z to A or 10 to 1, etc. The default sort option for the report is **Sort Ascending**.

4. Use the **Filter** option to filter the report results by information within a column. Select the down arrow ( ) that corresponds to the column by which you want to filter the report. Hover your mouse over the right facing arrow ( ) next to **Filter** on the **Report Customization** menu to open the Filter Type drop-down menu. Select a Filter type. The Filter Selection window opens. Use the down arrow in the window to make filter selections. New windows open to allow for selection. Figure 57 illustrates the selection of the **Career Path** column. The user chose to filter the report to show only the career path that equals **Procurement Analyst**. Based on this filter parameter, the **Supervisory Report** displays just the procurement analysts.

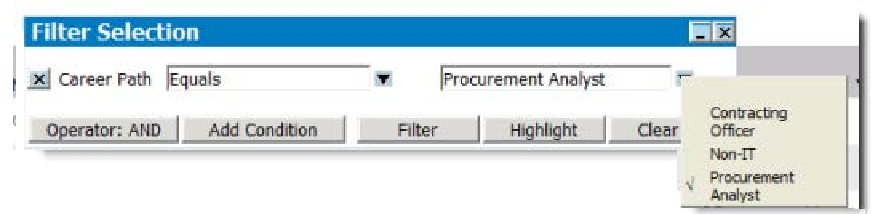


Figure 57: Filter Selection from Report Customization Menu

- To change the filter type from Equals to another type, select the down arrow ( ) next to the column heading name (Career Path) in the **Filter Selection** window. A drop-down menu opens. Select the filter type and enter new filter parameters as necessary.

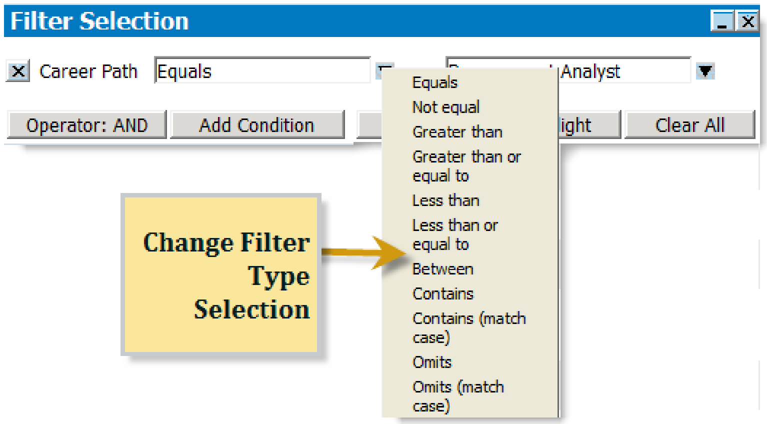


Figure 58: Change Filter Type

- To remove a filter, click the Clear All button or select the ( ) icon in the upper right corner of the **Filter Selection** window. The ( ) icon also closed the **Filter Selection** window.

5. The **Chart** option displays graphical representations of the report data. Select the down arrow ( ) that corresponds to the column for which you want to view a graph. Hover your mouse over the right facing arrow ( ) next to **Chart** on the **Report Customization** menu to open the **Chart Type** drop-down menu. Hover your mouse over the right facing arrow ( ) next to the chart type you prefer to open the **Group By (X)** drop-down menu. Select a **Group By** option. The graph opens in a new window.

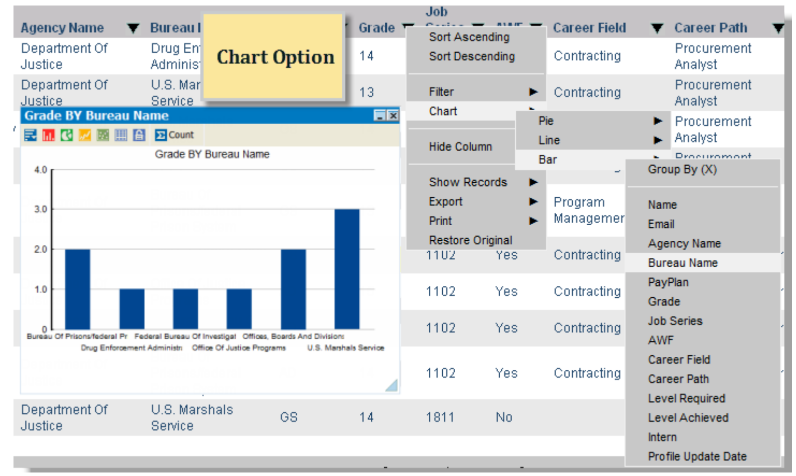


Figure 59: Illustrated Chart Option

6. Select **Hide Column** from the **Report Customization** menu to hide the corresponding column. Select **Show Columns** from the **Report Customization** menu to select which hidden columns to add back to the report. Select **Show All** from the **Show Columns** sub-menu to view all columns, including those which were previously hidden.

7. Select **Show Records** in order to adjust the number of records shown in the report window at a time.

Figure 60: Show Records

8. The **Export** option allows users to export the report to HTML, CSV (comma delimited) and XML (viewable in Excel). Users may choose to export the entire report or the filtered report.
9. Select **Print** to print the report. Users may choose to print the entire report or the filtered report.
10. The **Restore Original** option removes all report customization and returns the report to its default view.
11. To choose a report option other than the default HTML view, for example, Excel, PowerPoint, or PDF, select a **Report Format** option from the drop-down menu.

Excel

- Select **Excel** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **Excel**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within Excel to customize the report to meet your needs. You may save or print the file. Once finished, close the Excel window to return to the **Reports** window.

Figure 61: Sample Excel Supervisory Report

PDF

- Select **PDF** from the **Report Format** drop-down menu. Click the **Go** button.
- When the PDF report opens, use the filter options within to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

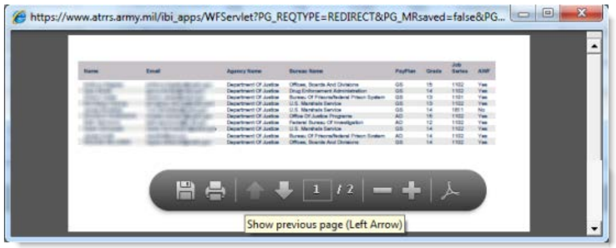


Figure 62: Sample PDF Report

PowerPoint

- Select **PowerPoint** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **PowerPoint**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens,, use the filter options within PowerPoint to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF
		Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes
		Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes
		Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes
		Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes
		Department Of Justice	U.S. Marshals Service	GS	14	1811	No
		Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes
		Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes
		Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes
		Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes
		Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes

Figure 63: Sample PowerPoint Report

Supervisory Registration Report

When you know the fiscal year and teaching school for which you want to view and/or export a supervisory registration report, choose **Supervisory Registration Report**.

1. With the **Reports** window open, click **Supervisory Registration Report**.
2. The **Supervisory Registration Report** displays in the Output window.

Figure 64: Supervisory Registration Report

3. Choose a **Report Format** from the drop-down menu.

4. The **Active HTML Report Format** is the default view. Refer to the Report Customization Menu section in this User Guide for specific information about customization options.
5. To choose a report option other than the default HTML view, for example, Excel, PowerPoint, or PDF, select a **Report Format** option from the drop-down menu.

Excel

- Select **Excel** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **Excel**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within Excel to customize the report to meet your needs. You may save or print the file. Once finished, close the Excel window to return to the **Reports** window.

Figure 65: Sample Excel Supervisory Report

PDF

- Select **PDF** from the **Report Format** drop-down menu. Click the **Go** button.
- When the PDF report opens, use the filter options within to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

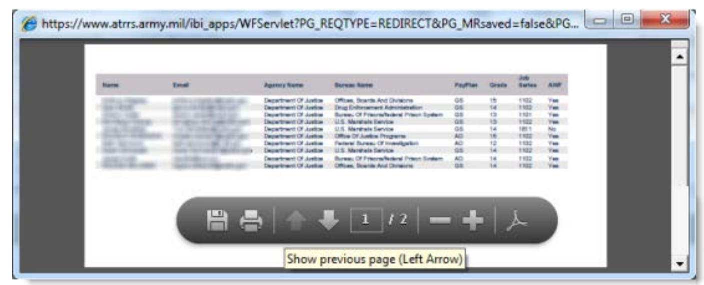


Figure 66: Sample PDF Report

PowerPoint

- Select **PowerPoint** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **PowerPoint**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within PowerPoint to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1811	No
[illegible]	[illegible]	Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes

Figure 67: Sample PowerPoint Report

6. Notice that there are two required fields in the Supervisory Registration Report: **Fiscal Year** and **Teaching School**. Required fields are **bold** with **red** text and have asterisks. Some browsers may not display the asterisks. The other fields indicated are optional.

7. The **Fiscal Year** option provides a choice of past, present, and future years. From the **Fiscal Year** drop-down menu, select the year from which you want data pulled. Note that only one year may be selected per report request. In order to view reports for multiple years, change the year before you run a new report. Repeat as necessary until all required years have been used to generate reports.

8. Select a **Teaching School** from the drop-down list. Note that only one school may be selected at a time. In order to view reports for multiple schools, change the **Teaching School** selection before you run a new report. Repeat as necessary until all required teaching schools have been used to generate reports.

9. Click the appropriate **status**, for example, reservation, input, wait, graduation, cancellation, or no show. Note that there is an option to select all status types.

10. To view registration information about a specific course, select the Course title/number from the **Course** drop-down list.

11. To select a specific data range within a fiscal year, enter the dates in the **Date Range** field. Note that when you click in the first box, a calendar displays. You must select a month, year, and date in order for the new date to display. Note that the dates you choose to enter will be inclusive. Click the **Clear Date** button to delete the date range entries.

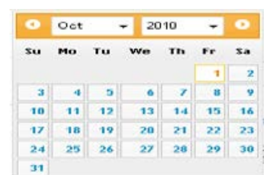


Figure 68: Date Range Calendar

12. Click the **Get Report** button. The report displays.

13. To export the report, **Select Export Format** from the drop-down list.

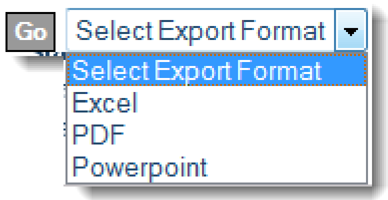


Figure 69: Export Format Drop-Down List

14. After you choose the report format to export, click the **Go** button to export the report in the chosen format.

15. A small blank window opens.

16. For Microsoft Office (Excel, MS Word, and PowerPoint) and PDF report formats, selection of the **Get Report** button usually generates a **File Download** pop-up. Occasionally, the report opens in the Output window.

17. When the **File Download** pop-up displays, you have the option to **Open**, **Save**, or **Cancel** the download.

18. Select **Open** to open the report immediate in the appropriate program for the selected **Report** format. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window.

19. The report opens. Review, save, or print the file.

20. Once you are finished, close the report window to return to the **Reports** window. Select the **<< Go back to Report Options** to return to the **Reports** window.

Deferred Status

The **Deferred Status** tab organizes reports by **Queued**, **Running**, and **Completed**. Reports may be deleted from any panel but only completed reports may be viewed.

Note: In general, reports that display within the **Deferred Status** window will be those reports that take a long time to process.

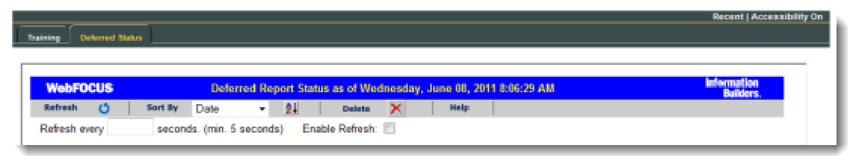


Figure 70: Deferred Status Window

Once you click **Submit Report**, the report request is sent. While the report waits to run, it displays in the Queued section of the Deferred Status window. When the report begins to run, it is transferred to the **Running** section of the window. Most reports are completed within a few minutes. Some may take longer due to selected parameters and or system usage. For example, a report with a few parameters submitted when the system is not busy completes more quickly than a report with many parameters submitted during peak system usage time.

You are not notified when a report is ready. You must check back to see your request's status.

1. To check on the status of a request, refresh the **Deferred Status** window manually or set the window to refresh automatically after a user-defined number of seconds. To manually refresh the **Deferred Status** window, click the Refresh symbol ( ). To enable automatic **Refresh**, enter the number of seconds, not less than 5, in the **Refresh every ___ seconds** text box underneath the Refresh symbol ( ).
2. Once an amount of time has been specified, click the checkbox next to **Enable Refresh** to add a check ( ). This allows the system to automatically refresh the window every time the specified number of seconds passes. To disable the automatic Refresh function, click the checkbox again to remove the check ( ).
3. Once a report is run, it remains in **Completed** for twenty-nine days. While the report is accessible, the window shows the submitted date and the days that remain until the report expires.
4. You may check completed reports at any time during their accessible period. To do so, click the **View** button next to the report.
5. You may delete reports from **Completed**, **Running**, and **Queued** at any time. To do so, click the **Delete** button (Delete) next to the report you wish to remove. A notification shows to confirm the name of the report to be deleted. Click **OK** to delete the report or click **Cancel** to return to the **Deferred Status** window without removing the report.
6. Another way to delete reports is to use the red ( ) button found in the menu bar of the **Deferred Status** window. Click the button and then select from the drop-down menu to delete all reports or to delete all reports under **Completed**, **Running**, or **Queued**. Note that the drop-down menu will vary depending on the visible headings. For example, if there are only **Completed** reports, the delete drop-down menu options are **All** and **All Completed**, but if there are **Completed** and **Running** reports, the drop-down menu options are **All**, **All Completed**, and **All Running**.
7. To delete multiple reports without selecting all reports or all reports under a heading, each report must be removed separately using the method described in paragraph 5 above.
8. You may select the **Run** button to rerun a report with the stored parameters used to run it in deferred mode.

7

TRAINING MANAGER SYSTEM FEATURES

While training managers may request and manage their own training in FAITAS 2.0, the system's primary use at this level is to allow **Training Managers** to approve or disapprove employee training requests forwarded by one or more supervisors.

> **Note:** If you have both **Training Manager** and **Supervisor** roles within FAITAS 2.0, you do not need to refer to Section 7: Supervisor System Features in this User Guide because the relevant supervisor information is integrated in this **Training Manager** section.

For more detailed information about how to use FAITAS 2.0 for your own training needs, refer to **Section 6: Menu Items and System Features** in this User Guide.

> **Note**: If there is no training manager assigned, the supervisor's decisions go directly to the registrar to be processed.

As a Training Manager, the main menu navigation bar contains the following tabs:

- **My Status** includes functions to view/edit your account, profile, and dashboard.
- **Manage Career** includes functions to request, edit, or view training requests.
- **Manage Employees** allows you to process training requests.
- **Manage Workforce** allows you to view reports.
- **Help** provides links to user guides and Frequently Asked Questions.
- **Logout** allows you to logout from the FAITAS 2.0 website.
- **←Not [Username]?** allows you to logout if your username is not the one listed.

Figure 71: Training Manager Navigation Bar

MY STATUS

Dashboard

The dashboard is your homepage. The number of widgets or components visible on the dashboard depends on your role. Widgets can be moved around the page for you to customize the window's appearance. When you hover over a question mark icon, a text message may appear with contextual help.

1. Hover your mouse over the **My Status** tab. A drop-down menu appears. The **Dashboard** is one of the listed features. For more details about the other features, refer to the **My Status** section in this User Guide.
2. As Training Manager, you see:
    - Training Requests Pending Your Review
    - My Current Class List
    - Announcements
    - Transcript Summary

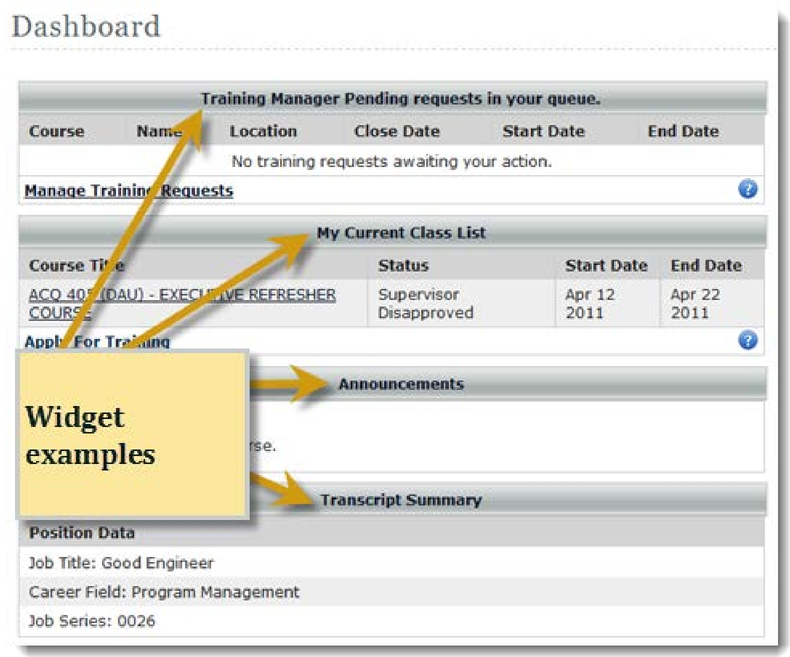


Figure 72: Training Manager Dashboard

3. From your Dashboard, you can **Apply for Training** and **Manage Training Requests.** Refer to the **Manage Career** section in this User Guide for more information.

MANAGE CAREER

Training

Refer to the **Manage Career** section of this User Guide for more information about **Search for Training**, **My Training Requests,** and **My Training History**.

MANAGE EMPLOYEES

Training

The FAITAS 2.0 system allows training managers to approve or disapprove training requests.

Review Training Requests

1. FAITAS 2.0 provides two ways to access pending requests. Within your Dashboard, click **Manage Training Requests** or click **Review Training Requests** under the **Manage Employees** tab. The **Pending Request for Training Manager** window opens.


Pending Requests for Training Manager

• Below are supervisor training requests pending your review and concurrence. click on the applicant's name to access the training request

Supervisor Pending Requests									
Name	Fiscal Year	School Number	Course Number	Class	Status	Class Reservation Close Date	Start Date	End Date	Applied Date
	2011	507	ACQ 201B	177	Supervisor Pending	Sep 26 2011	Sep 26 2011	Sep 30 2011	Apr 13 2011
	2011	501	BCF 211	703	Supervisor Pending	Aug 28 2011	Sep 12 2011	Sep 16 2011	Apr 18 2011

Figure 73: Pending Requests for Training Manager

2. Click the employee's name to approve or disapprove a training request.

3. The **Review of [Course Title] Request for [Employee's Name]** window opens. As a Training Manager, you may take one of the following actions:

   - Forward to Registrar. This action notifies the employee of your concurrence and forwards the request to the registrar.
   - Disapprove Request. This action notifies the employee of your disapproval and places the training request in a disapproved status.

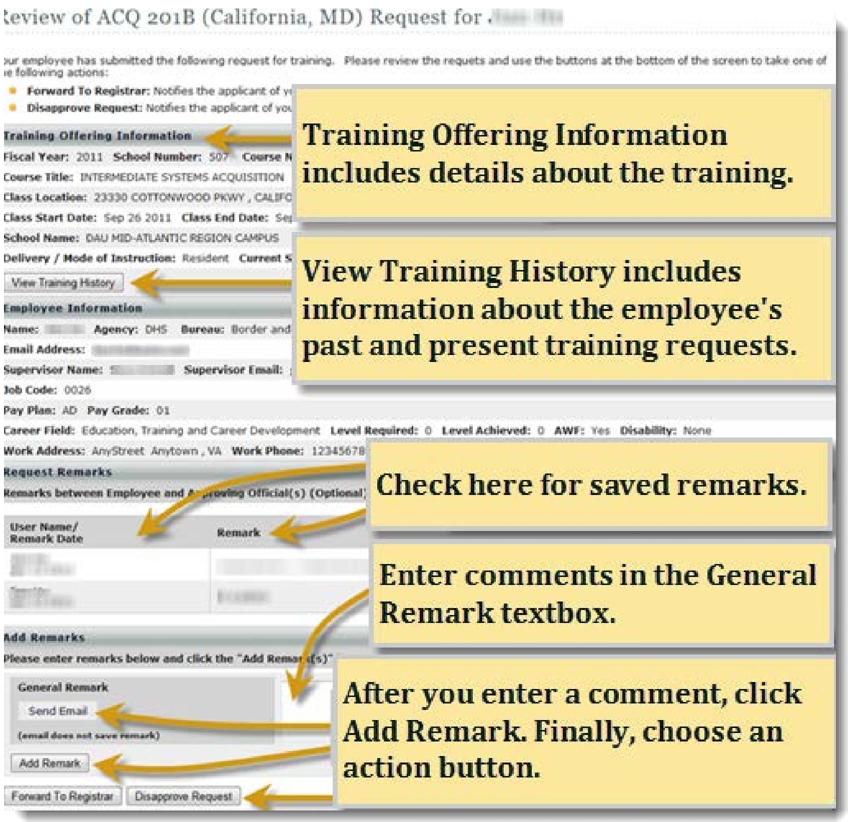


Figure 74: Training Review Request

4. In the Training request window, you may also **View Training History** of the employee. **View Training History** allows training managers to look at all the previous training requests that have been submitted by the employee as well as the status of current training requests.

Training History				
Course #	Course Title	Status	Start Date	End Date
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	Supervisor Pending	Sep 26 2011	Sep 30 2011
CLC 027	BUY AMERICAN ACT	Reservation	Oct 1 2010	Sep 28 2011

Figure 75: Employee's Current Training History

5. Enter remarks for the employee in the **General Remark** textbox. This is where you, for example, enter an explanation if the employee's request is disapproved.

6. Click the **Add Remark** button to ensure the remark is saved.

Figure 76: General Remark Successful Message

7. Choose **Forward to Registrar** or **Disapprove Request**. After you act on a training request, it is sent to the registrar. An e-mail notification is sent to the employee and the supervisor to advise them of your decision.

8. Regardless of whether you approve or disapprove a training request, a confirmation window opens that indicates the employee will receive an email explaining your action. Click **OK** to close the window.

Figure 77: Employee Training Request Approved

MANAGE WORKFORCE

Reports

The **Reports** feature allows you to export or view several different reports:

- Agency Registration Metrics
- Registration Report
- Organizational Structure Report

To run a report, report data are pulled from a data warehouse which is updated once daily. This protocol allows reports to run without affecting the performance of the main transactional database in use by all other ATRRS users.

The **Reports** navigation bar displays several tabs and links:

- **Training** displays the reports that are already set up within FAITAS 2.0.
- **Deferred Status** lists the long-running reports that you will pick up at a later time.
- Click **Recent** to display a list of recent reports you have viewed.
- Click **Accessibility** ONLY if you are visually impaired and have a JAWS screen reader. If you inadvertently click it, your FAITAS 2.0 banner and navigation bar will disappear. To retrieve them, click the back button drop-down arrow. Select **Reports**. The navigation bar and FAITAS 2.0 banner will display again.

Note: If you have a JAWS screen reader, follow these instructions:

- Press Insert-Shift-V to open your **Personalized Web Settings** dialog box.
- Ensure the virtual cursor is **OFF**.
- Verify that the **Graphics Recognized By** is set to: **Alt Attribute**.
- Verify that **Button Show Using** is set to: **Title**.
- Click the **Enter** button.

The **Reports** information bar includes several icons:

- Scroll up ( )
- Scroll down ( )
- Scroll left ( )
- Scroll right ( )
- Refresh your screen ( )
- Opens a new window ( )

Training

Most listed reports include fields that can be customized. All listed reports are available to be viewed or exported in several formats: Active HTML, Excel, PDF, and PowerPoint. The specific report formats available will depend on the specified report that you request.

1 Hover your mouse over the **Manage Workforce** tab. A drop-down menu displays.

2 Click **Reports**. The **Reports** window displays with a list of viewable reports.

Figure 78: Available Training Manager Reports

Agency Registration Metrics

To view and/or export a report for a specific fiscal year and status type, choose **Agency Registration Metrics**.

1. With the **Reports** window open, click **Agency Registration Metrics**.
2. The **Agency Registration Metrics** report displays in the Output window.

1 Complete the required fields: **Fiscal Year** and **Status Type**.

2 Fill in additional fields, for example, **Teaching School**, **Agency**, to refine your report.

3 Click the **Get Report** button.

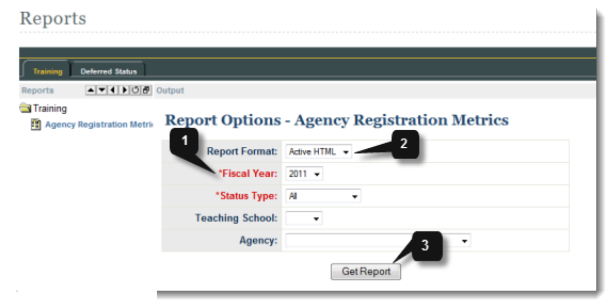


Figure 79: Agency Registration Metrics Required Fields

The **Report Format** options are Active HTML, Excel, PDF, and PowerPoint, but the available options may vary by report. Note that the Excel download format retains formulas rather than converting the data to the numerical formula output. Select a format from the **Report Format** drop-down menu.

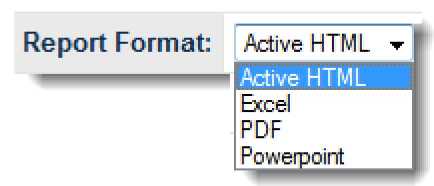


Figure 80: Report Format Drop-Down Menu

The **Active HTML Report Format** is the default view. Continue with **Report Customization Menu** section to view available customization and/or filtering options.

Report Customization Menu

1. When the HTML view displays, use the down arrow ( ) located next to each heading title to open the **Report Customization** menu.
2. The **Report Customization** menu provides multiple report options. Use the options to alter the report as necessary.

Figure 81: Report Customization Menu

3. Use the **Sort Ascending** and **Sort Descending** options to reorder the information in a column. The corresponding information in the other columns is reordered accordingly. Select **Sort Ascending** to view the information in order from the lowest data element to highest data element, for example, A to Z or 1 to 10, etc. Select **Sort Descending** to view the information in order from the highest data element to lowest data element, for example, Z to A or 10 to 1, etc. The default sort option for the report is **Sort Ascending**.
4. Use the **Filter** option to filter the report results by information within a column. Select the down arrow ( ) that corresponds to the column by which you want to filter the report. Hover your mouse over the right facing arrow ( ) next to **Filter** on the **Report Customization** menu to open the Filter Type drop-down menu. Select a Filter type. The Filter Selection window opens. Use the down arrow in the window to make filter selections. New windows open to allow for selection. Figure 57 illustrates the selection of the **Career Path** column. The user chose to filter the report to show only the career path that equals **Procurement Analyst**. Based on this filter parameter, the **Supervisory Report** displays just the procurement analysts.

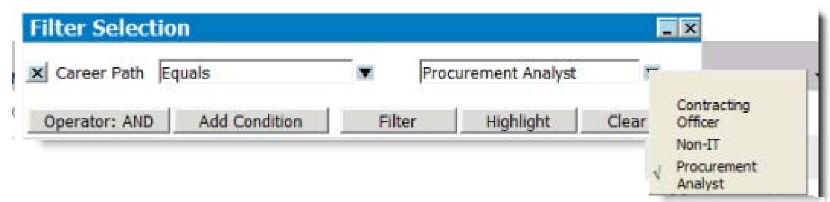


Figure 82: Filter Selection from Report Customization Menu

- To change the filter type from Equals to another type, select the down arrow ( ) next to the column heading name (Career Path) in the **Filter Selection** window. A drop-down menu opens. Select the filter type and enter new filter parameters as necessary.

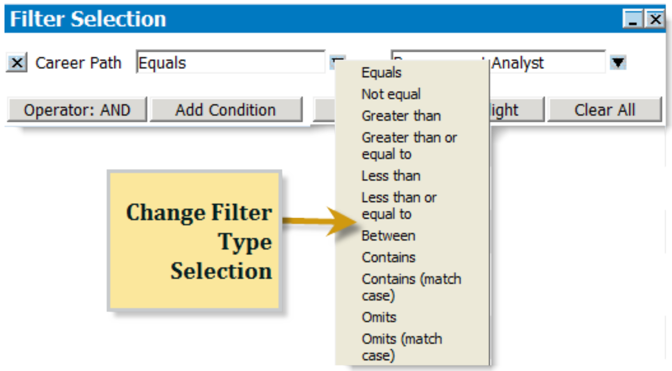


Figure 83: Change Filter Type

- To remove a filter, click the Clear All button or select the ( ) icon in the upper right corner of the **Filter Selection** window. The ( ) icon also closed the **Filter Selection** window.

5. The **Chart** option displays graphical representations of the report data. Select the down arrow ( ) that corresponds to the column for which you want to view a graph. Hover your mouse over the right facing arrow ( ) next to **Chart** on the **Report Customization** menu to open the **Chart Type** drop-down menu. Hover your mouse over the right facing arrow ( ) next to the chart type you prefer to open the **Group By (X)** drop-down menu. Select a **Group By** option. The graph opens in a new window.

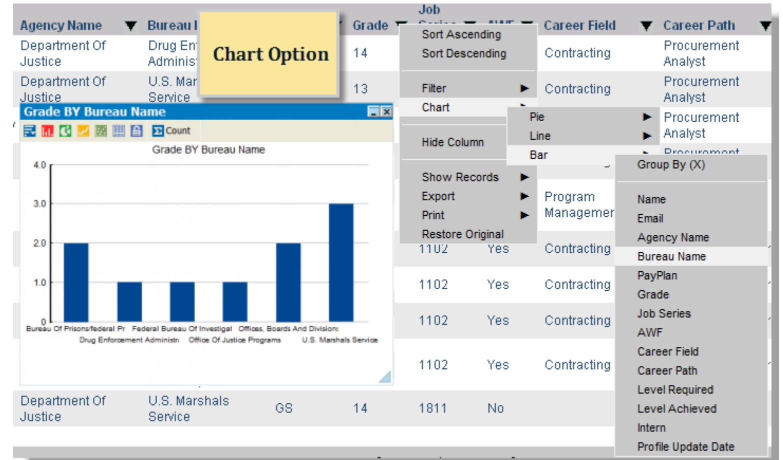


Figure 84: Illustrated Chart Option

6. Select **Hide Column** from the **Report Customization** menu to hide the corresponding column. Select **Show Columns** from the **Report Customization** menu to select which hidden columns to add back to the report. Select **Show All** from the **Show Columns** sub-menu to view all columns, including those which were previously hidden.

7. Select **Show Records** in order to adjust the number of records shown in the report window at a time.

Figure 85: Show Records

8. The **Export** option allows users to export the report to HTML, CSV (comma delimited) and XML (viewable in Excel). Users may choose to export the entire report or the filtered report.

9. Select **Print** to print the report. Users may choose to print the entire report or the filtered report.

10. The **Restore Original** option removes all report customization and returns the report to its default view.

11. To choose a report option other than the default HTML view, for example, Excel, PowerPoint, or PDF, select a **Report Format** option from the drop-down menu.

Excel

- Select **Excel** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **Excel**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within Excel to customize the report to meet your needs. You may save or print the file. Once finished, close the Excel window to return to the **Reports** window.

Figure 86: Sample Excel Supervisory Report

PDF

- Select **PDF** from the **Report Format** drop-down menu. Click the **Go** button.
- When the PDF report opens, use the filter options within to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

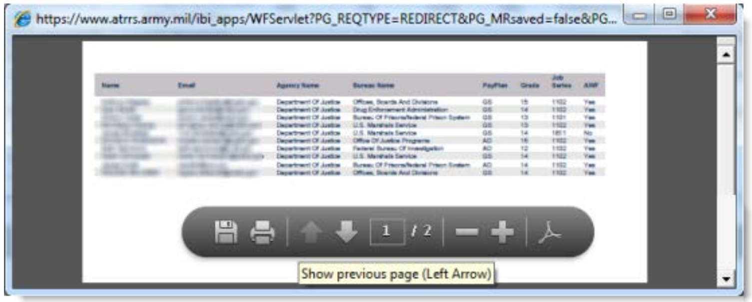


Figure 87: Sample PDF Report

PowerPoint

- Select **PowerPoint** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **PowerPoint**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within PowerPoint to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1811	No
[illegible]	[illegible]	Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes

Figure 88: Sample PowerPoint Report

12. Notice that there are two required fields: **Fiscal Year** and **Status Type**. Required fields are **bold** with **red** text and have asterisks. Some browsers may not display the asterisks. The other fields indicated in the **Agency Registration Metrics** report are optional.

13. The **Fiscal Year** option provides a choice of past, present, and future years. From the **Fiscal Year** drop-down menu, select the year from which you want data pulled. Note that only one year may be selected per report request. In order to view reports for multiple years, change the year before you run a new report. Repeat as necessary until all required years have been used to generate reports.

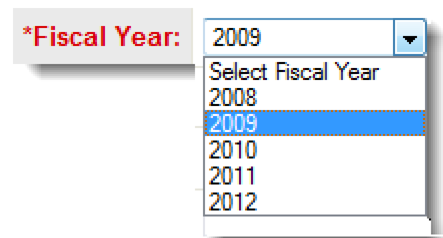


Figure 89: Fiscal Year Drop-Down Menu

14. In the **Status Type** required field, click the appropriate status, for example, **reservation**, **input**, **wait**, **graduation**, **cancellation**, or **no show**. Note that there is also an option to select **all** status types.

15. Select a **Teaching School** from the drop-down list. Note that only one school may be selected at a time. In order to view reports for multiple schools, change the **Teaching School** selection before you run a new report. Repeat as necessary until all required teaching schools have been used to generate reports.

16. Select an **Agency** from the drop-down list. Note that only one agency may be selected at a time. In order to view reports for multiple agencies, change the Agency selection before you run a new report. Repeat as necessary until all required agencies have been used to generate reports.

17. Click the **Get Report** button.

18. A **Please Wait** message displays in the Output window while the system processes the request.

19. For **HTML** output report formats, the report opens in the Output panel of the **Reports** window. The report displays with the following headings:

    - Course
    - Course Title
    - Agency
    - Agency Abbreviation
    - Quota Source
    - Sub-Quota Source
    - Reservation Status
    - Input Status
    - Output Status
    - Total

20. Review the report.

21. In the HTML view, use the down arrow ( ) located next to each heading title to open the **Report Customization** menu. Refer to the **Report Customization Menu** section in this User Guide for specific information about customization options.

22. To export the report, select an **Export Format** from the drop-down list.

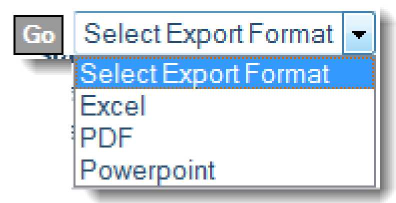


Figure 90: Export Format Drop-Down List

23. After you choose the report format to export, click the **Go** button to export the report in the chosen format.

24. A small blank window opens.

25. For Microsoft Office (Excel, MS Word, and PowerPoint) and PDF report formats, selection of the **Get Report** button usually generates a **File Download** pop-up. Occasionally, the report opens in the Output window.

26. When the **File Download** pop-up displays, you have the option to **Open**, **Save**, or **Cancel** the download.

27. Select **Open** to open the report immediate in the appropriate program for the selected **Report** format. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window.

28. The report opens. Review, save, or print the file.

29. Once you are finished, close the report window to return to the **Reports** window. Select the **<< Go back to Report Options** to return to the **Reports** window.

Registration Report

To view and/or export a report for a specific fiscal year and teaching school that lists registrations, choose **Registration Report**.

1. With the **Reports** window open, click **Registration Report**.

2. The **Registration Report** displays in the Output window.

1	Select a **Report Format**.
2	Complete the required fields: **Fiscal Year** and **Teaching School**.
3	Fill in any additional fields, for example, **Status, Course, Location, Agency, Bureau,** or **Date Range,** to refine the report.
4	Click the **Get Report** button.

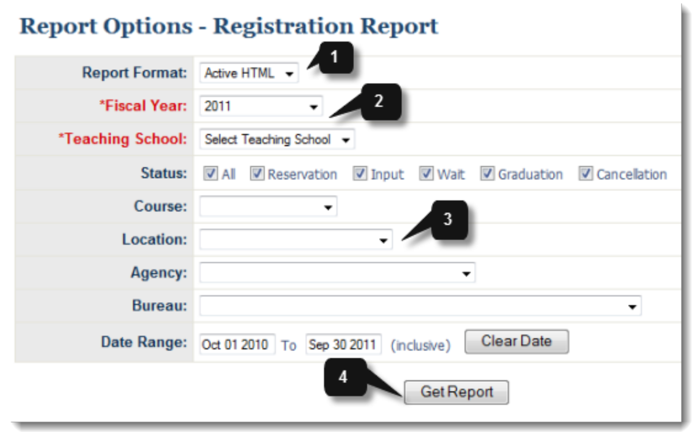


Figure 91: Registration Report Required Fields

3. The **Report Format** options are Active HTML, Excel, PDF, and PowerPoint, but the available options may vary by report. Note that the Excel download format retains formulas rather than converting the data to the numerical formula output.

4. Select a format from the **Report Format** drop-down menu.

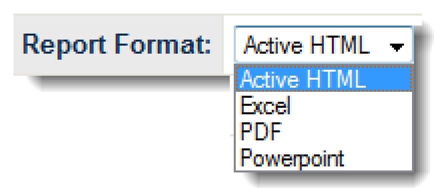


Figure 92: Report Format Drop-Down Menu

5. The **Active HTML Report Format** is the default view. Refer to the **Report Customization Menu** section to view available customization and/or filtering options.

6. To choose a report option other than the default HTML view, for example, Excel, PowerPoint, or PDF, select a **Report Format** option from the drop-down menu.

Excel

- Select **Excel** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **Excel**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within Excel to customize the report to meet your needs. You may save or print the file. Once finished, close the Excel window to return to the **Reports** window.

Figure 93: Sample Excel Report

PDF

- Select **PDF** from the **Report Format** drop-down menu. Click the **Go** button.
- When the PDF report opens, use the filter options within to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

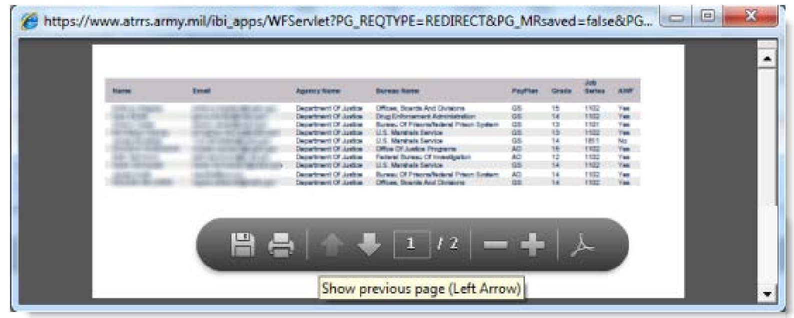


Figure 94: Sample PDF Report

PowerPoint

- Select **PowerPoint** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **PowerPoint**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within PowerPoint to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1811	No
[illegible]	[illegible]	Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes

Figure 95: Sample PowerPoint Report

7. Notice that there are two required fields: **Fiscal Year** and **Teaching School**. Required fields are **bold** with **red** text and have asterisks. Some browsers may not display the asterisks. The other fields indicated in the **Registration Report** are optional.

8. The required **Fiscal Year** option provides a choice of past, present, and future years. From the **Fiscal Year** drop-down menu, select the year from which you want data pulled. Note that only one year may be selected per report request. In order to view reports for multiple years, change the year before you run a new report. Repeat as necessary until all required years have been used to generate reports.

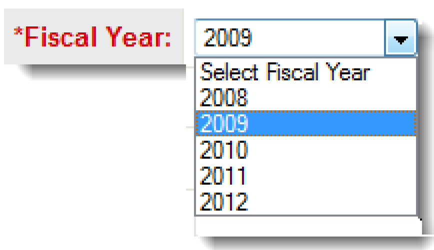


Figure 96: Fiscal Year Drop-Down Menu

9. Select a **Teaching School** (required) from the drop-down list. Note that only one school may be selected at a time. In order to view reports for multiple schools, change the **Teaching School** selection before you run a new report. Repeat as necessary until all required teaching schools have been used to generate reports.

10. Click the appropriate **status**, for example, reservation, input, wait, graduation, cancellation, or no show. Note that there is an option to select all status types.

11. From the optional fields that remain: **Course**, **Location**, **Agency**, and **Bureau**, make your parameter choices from the drop-down list. Note that only one item may be selected at a time from any of the drop-down lists. In order to view reports with multiple parameters, make additional choices before you run a new report. Repeat as necessary until all required parameters have been used to generate reports.

12. To select a specific data range within a fiscal year, enter the dates in the **Date Range** field. Note that when you click in the first box, a calendar displays. You must select a month, year, and date in order for the new date to display. Note that the dates you choose to enter will be inclusive. Click the **Clear Date** button to delete the date range entries.

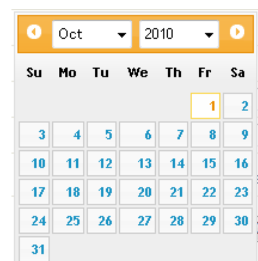


Figure 97: Date Range Calendar

13. Click the **Get Report** button.

14. A **Please Wait** message displays in the Output window while the system processes the request.
15. For **HTML** output report formats, the report opens in the Output panel of the **Reports** window. Refer to the <u>**Report Customization Menu**</u> section to view available customization and/or filtering options.
16. Review the report.
17. To export the report, select an **Export Format** from the drop-down list.

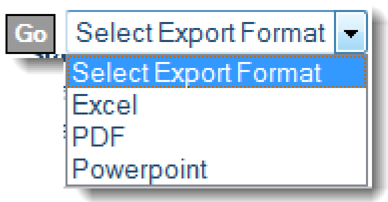


Figure 98: Export Format Drop-Down List

18. After you choose the report format to export, click the **Go** button to export the report in the chosen format.
19. A small blank window opens.
20. For Microsoft Office (Excel, MS Word, and PowerPoint) and PDF report formats, selection of the **Get Report** button usually generates a **File Download** pop-up. Occasionally, the report opens in the Output window.
21. When the **File Download** pop-up displays, you have the option to **Open**, **Save**, or **Cancel** the download.
22. Select **Open** to open the report immediate in the appropriate program for the selected **Report** format. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window.
23. The report opens. Review, save, or print the file.
24. Once you are finished, close the report window to return to the **Reports** window. Select the **<< Go back to Report Options** to return to the **Reports** window.

Organizational Structure Report

To view and/or export a report that lists an agency's organizational structures, choose **Organizational Structure Report**.

1. With the Reports window open, click **Organizational Structure Report**.
2. The **Organizational Structure Report** displays in the Output window.

1	Select a **Report Format** from the drop-down list.
2	Select an **Agency** from the drop-down list as an optional field to refine the report.
3	Click the **Get Report** button.

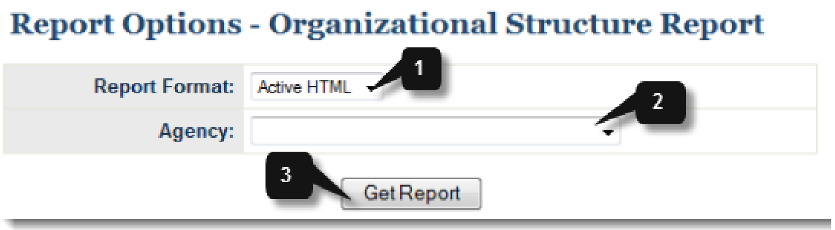


Figure 99: Organizational Structure Report

The **Report Format** options are Active HTML, Excel, PDF, and PowerPoint, but the available options may vary by report. Note that the Excel download format retains formulas rather than converting the data to the numerical formula output.

3. Select a format from the **Report Format** drop-down menu.

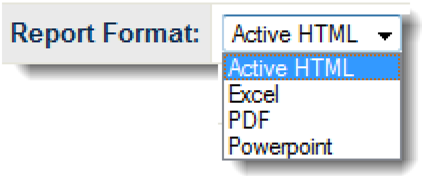


Figure 100: Report Format Drop-Down Menu

4. The **Active HTML Report Format** is the default view. Refer to the **Report Customization Menu** section to view available customization and/or filtering options.

5. To choose a report option other than the default HTML view, for example, Excel, PowerPoint, or PDF, select a **Report Format** option from the drop-down menu.

Excel

- Select **Excel** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **Excel**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within Excel to customize the report to meet your needs. You may save or print the file. Once finished, close the Excel window to return to the **Reports** window.

Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF	Career Field
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes	Program Managemen
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1811	No	
[illegible]	[illegible]	Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes	Contracting
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes	Contracting

Figure 101: Sample Excel Supervisory Report

PDF

- Select **PDF** from the **Report Format** drop-down menu. Click the **Go** button.
- When the PDF report opens, use the filter options within to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.

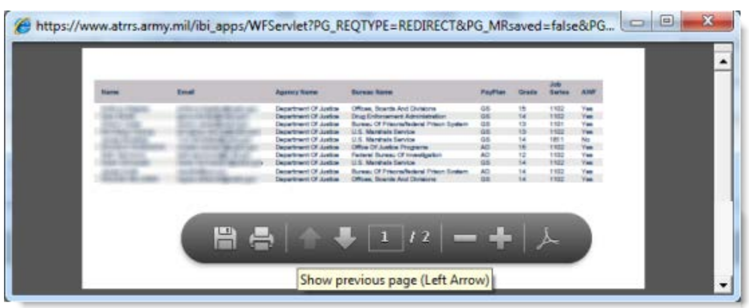
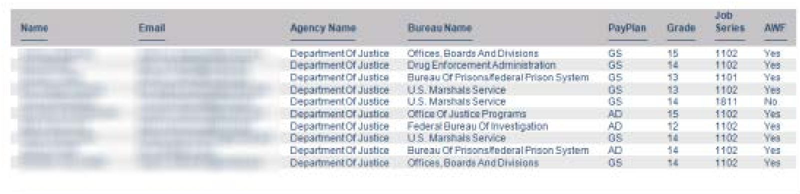


Figure 102: Sample PDF Report

PowerPoint

- Select **PowerPoint** from the **Report Format** drop-down menu. Click the **Go** button.
- The **File Download** window opens. Users have the option to **Open**, **Save**, or **Cancel** the download. Select **Open** to open the report immediately in **PowerPoint**. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window. Close the window to return to the **Reports** window.
- When the report opens, use the filter options within PowerPoint to customize the report to meet your needs. You may save or print the file. Once finished, close the window to return to the **Reports** window.



Name	Email	Agency Name	Bureau Name	PayPlan	Grade	Job Series	AWF
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Drug Enforcement Administration	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	GS	13	1101	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	13	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1811	No
[illegible]	[illegible]	Department Of Justice	Office Of Justice Programs	AD	15	1102	Yes
[illegible]	[illegible]	Department Of Justice	Federal Bureau Of Investigation	AD	12	1102	Yes
[illegible]	[illegible]	Department Of Justice	U.S. Marshals Service	GS	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Bureau Of Prisons/federal Prison System	AD	14	1102	Yes
[illegible]	[illegible]	Department Of Justice	Offices, Boards And Divisions	GS	14	1102	Yes

Figure 103: Sample PowerPoint Report

6. Select an **Agency** from the drop-down list. Note that only one agency may be selected at a time. In order to view reports for multiple agencies, change the **Agency** selection before you run a new report. Repeat as necessary until all required agencies have been used to generate reports.
7. Click the **Get Report** button.
8. A **Please Wait** message displays in the Output window while the system processes the request.
9. For **HTML** output report formats, the report opens in the Output panel of the **Reports** window.

10. Review the report.

11. Use the down arrow (▼) located next to each heading title to open the **Report Customization** menu. Refer to the <u>**Report Customization Menu**</u> section in this User Guide for specific information about customization options.

12. To export the report, select an **Export Format** from the drop-down list.

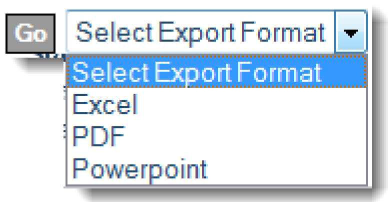


Figure 104: Export Format Drop-Down List

13. After you choose the report format to export, click the **Go** button to export the report in the chosen format.

14. A small blank window opens.

15. For Microsoft Office (Excel, MS Word, and PowerPoint) and PDF report formats, selection of the **Get Report** button usually generates a **File Download** pop-up. Occasionally, the report opens in the Output window.

16. When the **File Download** pop-up displays, you have the option to **Open**, **Save**, or **Cancel** the download.

17. Select **Open** to open the report immediate in the appropriate program for the selected **Report** format. Click the **Save** button to select a save location on your hard drive. Select the **Cancel** button to close the **File Download** window.

18. The report opens. Review, save, or print the file.

19. Once you are finished, close the report window to return to the **Reports** window. Select the **<< Go back to Report Options** to return to the **Reports** window.

Deferred Status

The **Deferred Status** tab organizes reports by **Queued**, **Running**, and **Completed**. Reports may be deleted from any panel but only completed reports may be viewed.

Note: In general, reports that display within the **Deferred Status** window will be those reports that take a long time to process.

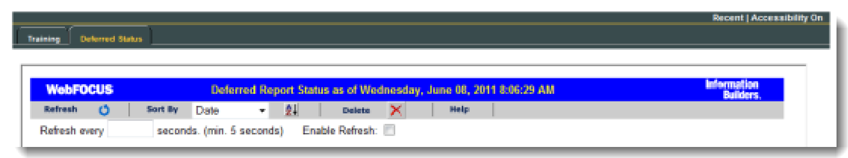


Figure 105: Deferred Status Window

Once you click Submit Report, the report request is sent. While the report waits to run, it displays in the Queued section of the Deferred Status window. When the report begins to run, it is transferred to the **Running** section of the window. Most reports are completed within a few minutes. Some may take longer due to selected parameters and or system usage. For example, a report with a few parameters submitted when the system is not busy completes more quickly than a report with many parameters submitted during peak system usage time.

You are not notified when a report is ready. You must check back to see your request's status.

1. To check on the status of a request, refresh the **Deferred Status** window manually or set the window to refresh automatically after a user-defined number of seconds. To manually refresh the **Deferred Status** window, click the Refresh symbol ( ). To enable automatic Refresh, enter the number of seconds, not less than 5, in the **Refresh every ____ seconds** text box underneath the Refresh symbol ( ).

2. Once an amount of time has been specified, click the checkbox next to **Enable Refresh** to add a check ( ). This allows the system to automatically refresh the window every time the specified number of seconds passes. To disable the automatic Refresh function, click the checkbox again to remove the check ( ).

3. Once a report is run, it remains in **Completed** for twenty-nine days. While the report is accessible, the window shows the submitted date and the days that remain until the report expires.

4. You may check completed reports at any time during their accessible period. To do so, click the **View** button next to the report.

5. You may delete reports from **Completed**, **Running**, and **Queued** at any time. To do so, click the **Delete** button (Delete) next to the report you wish to remove. A notification shows to confirm the name of the report to be delete. Click **OK** to delete the report or click **Cancel** to return to the **Deferred Status** window without removing the report.

6. Another way to delete reports is to use the red ( ) button found in the menu bar of the **Deferred Status** window. Click the button and the select from the drop-down menu to delete all reports or to delete all reports under **Completed**, **Running**, or **Queued**. Note that the drop-down menu will vary depending on the visible headings. For example, if there are only **Completed** reports, the delete drop-down menu options are **All** and **All Completed**, but if there are **Completed** and **Running** reports, the drop-down menu options are **All**, **All Completed**, and **All Running**.

7. To delete multiple reports without selecting all reports or all reports under a heading, each report must be removed separately using the method described in paragraph 5 above.

8. You may select the Run button to rerun a report with the stored parameters used to run it in deferred mode.

8

HELP

Use the Help function to view contact information, review frequently asked questions (FAQ), or access other help options including user guides and help systems.

CONTACT US

The **Contact Us** information window provides addresses, phone numbers, and websites for help with questions regarding FAI training and registration, the Federal Acquisition Insight newsletter, or any other FAI or FAITAS issue.

FREQUENTLY ASKED QUESTIONS

The FAQ function includes a list of frequently asked questions and answers. Possible FAQs include information about special accommodation, registration, course, certification, transcripts, and certification.

1. To access the FAQs, hover your mouse over the **Help** tab. Click the **FAQ** function.

2. The **Frequently Asked Questions** window opens. To filter the number of questions, narrow your search to specific modules, for example, training, or enter a keyword.

1	Option 1: Select a module from the drop-down list.
2	Option 2: Enter a keyword.
3	Click the **Search** button.
4	Scroll through the list of FAQs that display. Click on a question to see the response.

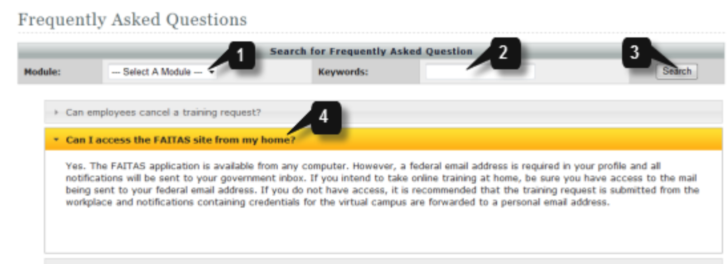


Figure 106: Frequently Asked Questions

3. When you click a new question, the previous answer rolls up to leave just the answer to your current question.

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LOGOUT

Logging off FAITAS 2.0 requires one click of the mouse.

1. To log off FAITAS 2.0, click the **Logoff** button.
2. A green confirmation logout text message appears at the top of the **Login** window.

Figure 107: Successful Log Off

3. Notice that to log out of FAITAS 2.0 completely, you will need to close your browser.

TABLE OF FIGURES

USER FEEDBACK REQUEST

We continually strive to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please forward a description that references

- The title, date, and version number of the guide.
- The page or paragraph number to which you refer (if applicable).
- The error or omission you've noted.

If you have a suggestion on how we may better support your user community, we ask that you share it with us.

Please email your feedback and suggestions to **UserGuides@asmr.com** or contact the Help Desk on DSN 225-2060 or Commercial (703) 695-2060.